

# ST. JOSEPH'S COLLEGE

*Division of General Studies*

*New York*



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# ST. JOSEPH'S COLLEGE

*Division of General Studies*

*New York*

Brooklyn Campus and Brooklyn Campus Extension Sites

91  
93

CATALOGUE

Brooklyn Campus  
265 Clinton Avenue  
Brooklyn, New York 11205  
(718) 622-4690

Suffolk Campus  
155 Roe Boulevard  
Patchogue, New York 11772  
(516) 447-3200 Ext. 3250

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Notwithstanding anything contained in this catalogue, the College administration expressly reserves the right, where it deems advisable,

1. to change or modify its schedule of tuition and fees, and
2. to withdraw, cancel, reschedule or modify any course, program of study or degree, or any requirement in connection with any of the foregoing.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or ethnic origin, age, handicap, or marital status in its educational programs, admissions policies, employment policies, financial aid or other school administered programs. This policy is implemented in compliance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

# THE COLLEGE

## MISSION AND GOALS OF ST. JOSEPH'S COLLEGE

The mission of St. Joseph's College is to provide a strong academic and value-oriented education rooted in a liberal arts tradition that supports provision for career preparation and enhancement. The College aims in this way to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility, and service—a life that is worthy of the College's motto, *Esse non videri*: "To be and not to seem."

Independent and coeducational, St. Joseph's College provides affordable private education that serves a diverse population of academically eligible students who live within commuting distance of either the Brooklyn or Suffolk Campus.

St. Joseph's College affirms the dignity, freedom, and inherent value of each person. This affirmation is realized through a student-centered environment wherein the faculty's primary commitment is to excellence in teaching. In this open, supportive atmosphere, students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.

To accomplish this mission, St. Joseph's College has established the following goals:

- to offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person;
- to encourage students to develop personal value systems, responsible self-direction, and committed participation in the local and global communities;
- to help students develop as whole persons by providing individual attention, interactive teaching, and opportunities for active participation in academic and extracurricular programs;
- to prepare students for their careers by offering the necessary professional and pre-professional education;
- to provide for the needs of a diversified student population with varied education and professional experiences;
- to foster an environment of openness to the exploration and understanding of diverse ideas, traditions, and cultures;
- to support educational programs and services that will contribute to the vitality of the communities served by the Brooklyn and Suffolk Campuses.

## HISTORY

Chartered by the Regents of the University of the State of New York on February 24, 1916, St. Joseph's College for Women, as it was then known, held its first classes at 286 Washington Avenue, located in the Clinton Hill section of Brooklyn. Two years later, having outgrown its original facility, the College moved to the present site of the Main Campus at 245 Clinton Avenue in Brooklyn. In recognition of its evident success, stability, and soundness of program, the Regents granted St. Joseph's College an Absolute Charter in 1929. Reverend William T. Dillon, J.D., Professor of Philosophy, Dean of the College, and later its President, guided its growth during the significant years that followed. The College was accredited in 1928 by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. Maintaining high standards of academic excellence, professional competence, and a notable spirit of community service, the College drew increasing numbers of young women. Having pioneered in the study of Child Development, St. Joseph's opened a laboratory pre-school in 1934.

Sister Vincent Thérèse Tuohy assumed the presidency in 1956. Under her leadership, the long term development program for the College was concretized in the erection of two facilities. McEntegart Hall, a multi-functional building housing the library and classrooms, was opened in 1965; the Dillon Child Study Center followed in 1968.

Sister George Aquin O'Connor was elected President and assumed responsibility on July 1, 1969. In 1970, a Charter amendment changed the name to St. Joseph's College, New York and enabled the College to admit the first men students to full matriculation. On February 2, 1971, St. Joseph's College inaugurated an extension program in Suffolk County in the collegiate center formerly known as Brentwood College, and moved to develop a degree program in Brentwood oriented to the third and fourth years of college. This Upper Division baccalaureate program opened in September, 1972, and the Board of Regents of the State of New York authorized St. Joseph's College to join C.W. Post Center, L.I.U., in a Coordinate Campus program, the first such pattern adopted in the State. In 1976 on petition of the Trustees, this Suffolk County operation was authorized by the Regents to operate as a branch campus of St. Joseph's College. In 1978 St. Joseph's College expanded its operation at the Suffolk Branch Campus to a full four-year program, and in 1979 moved to a new twenty-five acre lake-side campus in Patchogue.

A continuing education program, which over many years had provided courses for adults on a non-matriculated basis, in the early 1970's developed a more clearly defined program for non-traditional and/or career oriented adults interested in earning a degree. In April 1974, the College registered with the New York State Education Department the Bachelor of Science in General Studies. This program and additional programs designed for adult professionals are administered by the Division of General Studies, with courses offered in Brooklyn, at the Suffolk Branch Campus, and at the extension sites.



## LOCATION

St. Joseph's College has two campuses: the Main Campus is located in the residential Clinton Hill section of Brooklyn, and the Suffolk Branch Campus is located in Patchogue, Long Island.

The Main Campus: St. Joseph's College, as an urban college with a campus, offers easy access to all transit lines, to the Long Island Expressway, to all bridges in Brooklyn, Manhattan, and Queens, as well as to the Verrazano-Narrows Bridge to Staten Island. This convenient location brings students from every part of the Greater New York Metropolitan Area to the College each day, where they enjoy the freedom of campus life while profiting from the many cultural advantages of New York City. Within the space of one half hour, students leaving St. Joseph's College may find themselves in the Metropolitan Museum of Art, the 42nd Street Library, Carnegie Hall and Lincoln Center, the Broadway theatre district, Madison Square Garden, or Shea Stadium.

The College itself stands in the center of one of the nation's most diversified academic communities, consisting of six colleges and universities within a two-mile radius of each other. St. Joseph's College offers its students easy access to the other colleges and such cultural facilities as the Brooklyn Academy of Music, the Brooklyn Public Library, and the Brooklyn Museum.

The Suffolk Campus of St. Joseph's College is located in Patchogue at 155 Roe Boulevard. It is bounded on the north by Sunrise Highway. It is easily accessible from the south shore locations via Southern State, Sunrise Highway, (Exit 52) and from central and northern Long Island via Veterans Highway, Patchogue-Holbrook Road, Nichols Road, or Route 112. (See page 89.)

In addition to the Brooklyn and Suffolk campuses, the College has extension sites located in Manhattan, Queens, Bronx, Brooklyn, Nassau, and Suffolk. These have been established to make a portion of students' coursework available in convenient locations. More information on these can be obtained by consulting the schedule of courses prepared prior to each semester.

## FACILITIES

### BROOKLYN CAMPUS

#### ***The Administration Building—Sister Vincent Thérèse Hall***

Named in memory of a late President of the College, the Administration Building contains student lounges, classrooms, an auditorium, computer facilities, student government offices, the gymnasium, and of course, administrative offices. The Little Theatre, used by the Speech Department, is located on the second floor of the building. The chemistry and physics laboratories, the art studio, seminar rooms, and an audio-visual room are on the third floor.

### ***"245 Building"***

The numeral indicates the address of the original College building, which has traditionally been designated the "245" Building. The parlors, formal dining room, chapel, student lounge and kitchen, and biology instructional and research laboratories are housed in this facility. Parts of the second and third floors are allotted for faculty residence.

### ***Lorenzo Hall***

Lorenzo Hall, located at 265 Clinton Avenue, provides office space for the academic departments. Furnished with departmental libraries, the offices are frequently used for department conferences and informal discussions. The psychology laboratory is located on the first floor of the Hall. The administrative offices of the Division of General Studies are situated in this center.

### ***McEntegart Hall***

McEntegart Hall is a fully air conditioned five-level structure. Four spacious reading areas with a reader capacity of 306, including individual study units and shelf space for 200,000 volumes on four stack levels, provide an excellent environment for learning. In addition, McEntegart Hall houses the Archives, a curriculum library, a computer laboratory, a nursing laboratory, a chapel, eight classrooms, dining areas, a faculty study, and faculty and student lounges. At present the library collection, including the holdings in Suffolk, consists of over 160,000 volumes, 5000 reels of microfilm, and more than 900 current magazine and newspaper subscriptions. Filmstrips, recordings, slides, videos, CD's, and pictures supplement the book collection. Among its special services the library includes abstracts of publications of the major fields of natural and social sciences, computer subject search, and a microprint collection, consisting of out-of-print books and journals. The library staff has also entered into special cooperative arrangements with the librarians of nine other institutions of higher learning. The library schedule of services varies with the needs of the students, and is posted in the lobby.

### ***Dillon Child Study Center***

The Center, an enduring memorial to Monsignor William T. Dillon, late President of the College and founder of the Child Study Department and its Laboratory Preschool, opened in 1968.

The first floor of the Dillon Center contains the offices of the Director and the school nurse, four staff offices and the library. A large Kindergarten classroom and a class for the Early Intervention Program for preschoolers with a developmental delay in language are also located on the first floor with observation facilities. Three preschool classrooms, each with its own observation booth, are located on the second floor, as well as eight rooms for testing, speech therapy, and special teaching.



These facilities make possible increased service to the community. Local public and private schools send children to St. Joseph's for testing and consultation.

The Center provides for an enrollment of approximately 100 preschool children. The Center also facilitates the growth of auxiliary programs and inter-institutional cooperation with nursing schools, colleges, and other educational agencies.

### ***The Outdoor Theatre***

Overlooking the Mall is the Molloy Memorial Outdoor Theatre, site of the College's Annual Commencement.

### **SUFFOLK CAMPUS**

The Suffolk Campus occupies the site formerly known as Seton Hall High School. The main building has been significantly modified and adapted for collegiate use and now contains:

Administrative and Faculty Offices  
Classrooms and Computer Center  
Biology, Chemistry, Physics, and  
Psychology Laboratories  
Nursing Dept. Laboratory  
Art Studios and Music Room

Local History Center  
Faculty and Student Lounges  
Offices for Counseling  
Cafeteria and Rathskellar  
Auditorium and Chapel  
Gymnasium

The library at the Suffolk Campus is a newly completed, modern 25,000 sq. ft., free-standing facility with seating for more than 300 readers. A curriculum library, seminar rooms, administrative offices, and two classrooms are housed in this building. Holdings include over 65,000 volumes, 500 periodicals, supplemented by microforms, recordings, filmstrips, slides, maps and pictures. An LS/2000 computer system has been installed to provide an integrated approach to complete automation of library services.

Off-campus resources include the library at St. Joseph's Brooklyn Campus, with over 100,000 volumes, and membership in two associations: Long Island Media Consortium and the Long Island Library Resources Council. These memberships establish cooperative associations with the academic and special libraries on Long Island and in the case of media, with the public library systems of Nassau and Suffolk. The hours of library service are adjusted to student need and are posted in the lobby.

The Clare Rose Repertory Theatre is an integral part of the development of St. Joseph's College and serves as a major teaching facility for the College's theatre courses, as well as the performance space for the College and local theatre productions.

In addition, the Campus features athletic fields, two champion-size tennis courts, a track, and parking facilities for 800 cars. This beautiful suburban setting provides a unique background for a satisfying intellectual, social, and extra curricular collegiate experience.

## ACCREDITATION AND MEMBERSHIPS

### **Accreditation**

The College is accredited by the following:

- Commission on Higher Education, Middle States Association of Colleges and Schools
- University of the State of New York, State Education Department
- The National League for Nursing

### **Membership**

The College is a member of many associations, including the following:

- American Council on Education
- Association of American Colleges
- College Entrance Examination Board
- Commission on Independent Colleges and Universities, State of New York
- Long Island Regional Advisory Council on Higher Education
- National Association of College and University Attorneys
- National Association of College and University Business Officers
- National Association of Independent Colleges and Universities

## ACADEMIC CALENDAR

Classes for the academic year 1991-92 will begin on September 3, and for 1992-93, classes will begin on September 8. To accommodate the needs of the adult population, courses are scheduled in varying patterns—days, evenings, and weekends—including fourteen or fifteen-week weekday sessions, and six-week and twelve-week sessions. These are available for Fall and Spring semesters, with a variation of the pattern during the Summer. Students should consult the schedule of classes each semester for specific class meeting times and dates.

# ADMISSIONS AND FINANCES

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national and ethnic origin, age, handicap, or marital status in its educational programs, admissions policies, employment policies, financial aid, or other school administered programs. This policy is implemented in compliance with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

## ADMISSION REQUIREMENTS

An applicant wishing to pursue a degree or certificate program within the Division of General Studies must be an adult with a high school diploma or its equivalent and be deemed capable of completing the requirements for the degree or certificate. Additional requirements for majors or certificate programs are indicated in the ***Curricular Offerings*** section of this catalogue.

## APPLICATION PROCEDURE

The application procedure for degrees and certificates offered through the Division of General Studies (other than the Bachelor of Science with a major in Nursing, p. 54) begins when the applicant submits evidence of the high school diploma or equivalent and meets with a Division admissions counselor at either the Brooklyn or Suffolk Campus. During this meeting, the applicant will discuss the program with the counselor and complete an application form.

As part of the admissions procedure, the applicant will complete a brief writing exercise at the College and have it evaluated by a writing instructor. Based on the applicant's prior training and experience, the applicant's writing ability, and the admissions interview, the counselor may make the decision regarding admittance to a degree or certificate program. The counselor may also help the applicant plan a program suitable to the educational needs and goals of the applicant. (See Curricular Offerings for additional requirements and procedures for admission to major and certificate programs.)

An applicant may be provisionally accepted pending receipt of official records of prior education. Such a person may enroll in up to 18 credit hours of coursework. Only after all official records have been received and evaluated will the admissions process be complete and the student fully admitted.

When evidence of a high school diploma or its equivalent does not appear on transfer credit documentation, it will be necessary for the student to submit such evidence in order to be fully admitted.

New York State Law requires college students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella. Consult the admissions counselor for details.

### ***Conditional Acceptance***

An applicant who has satisfied the requirements for admission and is deemed capable of college-level coursework but needs academic skill development is accepted on a "conditional" basis. A person in this category is permitted to register for no more than 12 hours of coursework, to be specified by the admissions counselor. Upon satisfactory completion of the specified courses, the student will meet with an advisor to plan additional coursework as determined by that advisor (not applicable to Nursing majors).

### ***Non-Matriculated Status***

A person may opt to enroll in a limited number of courses for personal or professional enrichment as a non-matriculated student and may accumulate as many as 18 credits. The student may not take additional courses unless he/she applies and is accepted for matriculation. The person seeking to enroll in this category will be subject to the application requirements and procedures described above.

An applicant who has not submitted sufficient material to be provisionally admitted may enroll on a Restricted Non-Matriculated basis. No more than two courses may be taken while in this category, neither of which may be an English writing course. An applicant can only be in this category for one semester.

## INTERNATIONAL STUDENTS

Admission to St. Joseph's College is contingent upon acquisition of a valid student visa (F-1) from the United States Immigration and Naturalization Service.

## TRANSFER CREDIT

The College recognizes that adults beginning the baccalaureate degree oftentimes bring with them knowledge and skills acquired through a variety of modes, including college coursework, professional training and experience, certified diploma programs, and military training. The College makes available to students the opportunity to receive credit for what they have already learned, provided that such learning experiences are applicable to students' programs, and that skills and knowledge can be validated.

### ***Credits for Collegiate Coursework***

The Division of General Studies provides for the transfer of up to 96 credit hours from accredited four-year collegiate institutions, and up to 82 credit hours from accredited, community, or junior colleges.

The Division also provides for the transfer of up to 60 credit hours from selected New York State Education Department-approved, associate degree granting proprietary institutions.

See page 54 for the transfer credit policy affecting the Bachelor of Science with a major in Nursing.

### ***College Proficiency Examinations***

Matriculated students may apply for credit or placement for the equivalent of St. Joseph's College courses on the basis of their successful completion of examinations sponsored by:

1. CLEP—The College Board's College-Level Examination Program (Box 2815, Princeton, New Jersey 08541).
2. REGENTS COLLEGE EXAMINATIONS — The New York State Education Department's Regents College Examinations (State Education Department, Cultural Education Center, Albany, New York 12230).
3. USAFI-DANTES—United States Armed Forces Institute Defense Activity for Non-Traditional Education Support (Commission on Accreditation of Service Experience of the American Council on Education, One Dupont Circle, Washington, D.C. 20036). (Not applicable to Bachelor of Science with a major in Nursing students.)

Students who wish credit or placement on the basis of any of these exams should have a copy of their scores forwarded from the sponsoring agency to the Registrar of the Division of General Studies of St. Joseph's College. When a decision has been reached, the student will receive written confirmation of the credit or placement granted.

### ***Credits for Non-Collegiate Coursework***

The decision to accept credit toward the baccalaureate degree for work completed in settings other than approved collegiate institutions is done on an individual basis.

1. The Division provides for the transfer of credits for individuals who have completed New York State recognized professional training programs, where such programs are at the collegiate level.
2. The Division provides for the awarding of college credit as per the Guide to the Evaluation of Educational Experience in the Armed Service, the *Directory of the National Program on Non-Collegiate Sponsored Instruction*, and the *National Guide to Educational Credit for Training Programs*.
3. Awarding of credit for non-collegiate courses does not extend to the Bachelor of Science with a major in Nursing.

### ***General Limitations on Transfer Credit***

1. The Division does not accept transfer credit earned from duplicative coursework or proficiencies.
2. Credit earned in remedial coursework or at a pre-collegiate level is not accepted for transfer credit.
3. Grades from other institutions are not computed in the grade-point average.
4. St. Joseph's College reserves the right to accept credit earned by students in a way best calculated to preserve the integrity of its own degree.

### ***Procedure for Requesting Transfer Credit***

Students wishing to receive credit for prior educational experience should contact an advisor to find out which transfer credit documentation is necessary; e.g., official transcripts, college proficiency test results, copies of military training records (DD form 214 and in-service training records), copies of professional certificates, etc. Official copies of the relevant documents must be sent directly from the institutions/agencies to the St. Joseph's College campus where students made initial application.

Transfer credit evaluations are not made until after students submit an application and are admitted at least provisionally.

See page 54 for the transfer credit request procedure for the Bachelor of Science with a major in Nursing.



## LIFE EXPERIENCE

General Studies students, except for Nursing majors, with extensive and varied experiential learning may participate in the Life Experience Program, which gives students the opportunity to apply for credit for previous learning experience. Validated learning, not the experience alone, is the basis for awarding credit. It should be noted that the Division of General Studies does not award credit for "having lived," but rather for having mastered, through professional, creative, volunteer, or other experience, material comparable to that covered in actual courses offered at the college level.

Application for this program may not be made prior to full matriculation or during students' last semester. ENG 103 Writing for Effective Communication is a pre-requisite for the Seminar. The Life Experience Coordinator reserves the right to limit students' programs during the semester in which the students are enrolled in the Seminar.

The maximum life experience credit to be awarded is 27 credit hours. Students who have received the maximum number of transfer credits may take the Life Experience and Career Development Seminar but may not apply for life experience credit.

The Life Experience and Career Development Seminar is required of all students seeking life experience credits. The Seminar, for which a grade of pass or no credit is awarded, is a mentored course designed to facilitate the assessment of life experience for the purpose of developing an experiential learning portfolio. In part, the Seminar consists of individualized exercises designed to identify acquired skills and competencies, and culminates in relating these to coursework as well as to career goals.

An integral part of the Seminar is the validation process, which consists of assembling all relevant documents into a life experience portfolio under the supervision of a qualified mentor, who is a member of the Life Experience Evaluation Committee. Completed portfolios are submitted during the last class of the semester in which the Seminar is offered. They are then directed by the Life Experience Coordinator to appropriate faculty members, who make a credit award. Notification is sent to students by the Registrar prior to the conclusion of the next regular semester.

Since students applying for life experience credit work closely under the tutelage of a mentor well versed in life experience evaluation, the likelihood of an appeal for reconsideration of the credits awarded is greatly reduced. In the event, however, that such a request is made, the Life Experience Coordinator will refer the portfolio to a faculty member not involved in the original award decision; that person will review and make recommendations on any credits in question.

Students seeking life experience credit are required to take the Life Experience and Career Development Seminar at the prevailing per credit charge. In addition, students are required to cover the cost associated with

evaluation of their portfolios. At the time credit awards are made, students' records will be updated to reflect the addition of credits. Students will be billed a fee of \$200.

Life experience credit awards may be applied only to the unrestricted elective portion of the curriculum. The course does not carry liberal arts credit.

St. Joseph's College  
Division of General Studies  
Brooklyn Campus and Brooklyn Campus Extension Sites

STATEMENT OF COSTS FOR ACADEMIC YEAR 1991-92

A remittance of \$25 is payable when the application for admission is filed. The application fee is a service fee and is in no case returnable.

**Tuition and Fees**

**PART-TIME STUDENTS (11 credits or fewer)**

Tuition	\$ 192 per credit
College fee	
1 to 7 credits	10 per credit
8 to 11 credits	75 per semester
12 or more credits	100 per semester
Mandated accident insurance	5 per semester

**FULL-TIME STUDENTS (12 credits or more—see *flat-rate*)**

Tuition (Sept. to June)	\$6000 per year
College fee	100 per semester
Mandated accident insurance	5 per semester

**NON-MATRICULATED STUDENTS**

Total tuition charges and fees must be paid at registration.

Tuition	\$ 192 per credit
College fee	
1 to 7 credits	10 per credit
8 to 11 credits	75 per semester
12 or more credits	100 per semester
Mandated accident insurance	5 per semester

**Special Fees**

Laboratory fee (Bio., Chem., Computer, Nursing; consult office for specific fee)	\$ 20-75 per course
Graduation fee (includes yearbook)	110 + cap/gown fee
Certificate fee (per certificate at completion)	10
Late registration fee	25
Make-up examination fee	25
Make-up examination late fee	10
Change of program fee (each form)	20
Transcript fee	3
Identification card fee	5
Fee for checks returned by bank	25
Life Experience evaluation	200
Materials fee (GS 400)	20

## TUITION POLICY

Students accepted for admission must make a tuition deposit at the time of registration. For Academic Year 1991-92, full-time students (12 or more credits) pay \$180; part-time students pay \$80. (These amounts include a \$5.00 I.D. Card Fee.) The deposit is not refundable, but it will be credited toward the first term's tuition. In certain instances, the non-refundable tuition deposit paid by a first semester student may be applied to the next semester.

A student's bill for tuition and fees is based on the number of credits for which a student intends to register, less applicable Financial Aid, Grants, or Scholarships for that semester. Scholarships or Student Aid may only be subtracted if all related applications and other information have been submitted on a timely basis. Payment of the remaining balance constitutes "Clearance."

Bills for the semester must be cleared by the Business Office before students may attend class. Students who do not receive financial clearance from the Business Office will not be officially registered at the College for that semester. Students may not enroll for a successive semester until their accounts have been completely satisfied.

St. Joseph's College makes available several tuition financing options through tuition deferment programs. The two monthly budgeting programs the College offers are The Tuition Plan, Inc. and Academic Management Services. Basically, these programs are designed to afford students the opportunity to pay their educational expenses in monthly installments. Students may elect to contract with either of these services for a nominal initial participation fee prior to or at the beginning of each new academic year. Students interested in either of the two plans may obtain brochures and applications in the Business Office. Additional information may be received by calling AMS at 1(800) 556-6684 and The Tuition Plan at 1(800) 343-0911.

Students who are unable to pay what is owed by the first day of class (other than those who are enrolled with either the Tuition Plan or Academic Management Services) will have their account automatically default to St. Joseph's College Tuition Extension Agreement. Unlike the other two deferment programs, under the St. Joseph's College Tuition Extension Agreement, a finance charge will be assessed.

Questions regarding the College's tuition policy should be addressed to the Bursar (Brooklyn Campus at (718) 636-6881 or Suffolk Campus at (516) 447-3200 Ext. 3269.)

**Students who fail to comply with these regulations will be subject to suspension until the requirements are met.**

**FLAT-RATE:** The flat-rate for tuition covers 32 credits per year (an average of 16 per term) for a total 128 credits in eight terms. Full-time students—those taking at least 12 credits—are charged the flat-rate. (See Tuition and Fees.)

Interession and Summer Session courses are not included within the flat-rate tuition. Full-time students who take more than 32 credits per year or 18 credits per semester will be charged for each additional credit at the per credit rate. (See Tuition and Fees.)

**PER CREDIT:** Part-time students—those taking fewer than 12 credits per semester—are charged the per credit rate.

Neither a transcript nor a diploma will be issued until all financial obligations have been settled. The College reserves the right to alter tuition charges and fees when such changes become necessary.

**WITHDRAWAL FROM A COURSE OR FROM THE COLLEGE:  
TUITION REFUNDS**

Full-time students who receive permission to withdraw from a single course are not entitled to a refund, unless the withdrawal involves extra credits, paid for by the point. In such cases, the student may ask for a refund of the extra tuition within the first four weeks of the term. Part-time students who withdraw from a course may also apply for a refund.

Withdrawal from the College may entitle a student to a refund of tuition, but not of fees.

The percentage of refund in all cases will be determined according to the following schedule:

**Weekday Classes**

<b><i>Withdrawal Effective</i></b>	<b><i>% of Refund</i></b>
Prior to Beginning of Term	100%
Within First Two Calendar Weeks	80%
Within Third Calendar Week	60%
Within Fourth Calendar Week	40%
Within Fifth Calendar Week	20%
After Fifth Calendar Week	No refund

**Six-Week Sessions**

<b><i>Withdrawal Effective</i></b>	<b><i>% of Refund</i></b>
Prior to First Session	100%
After First Session	80%
After Second Session	20%
After Third Session	No refund

The rate of refund for any unique class scheduling configuration is prorated according to the above refund schedule.

This schedule does not apply to the tuition deposit required of first time students. This deposit is not refundable. In the absence of written notification, the date of withdrawal is determined by the Dean.

Refunds of financial aid awards, student loans, etc., are not refundable until the actual funds have been received by the College and the student's eligibility for the funds has been determined.

A refund will not be granted to a student who is dismissed or who withdraws while under disciplinary action.

A student who feels that his/her individual circumstances warrant an exception to the College's refund policy may submit a written appeal for special consideration to the Controller, Ms. Georgeann Kelly. The Controller's decision is subject to appeal to the Chief Business Officer, Mr. John C. Roth.

In order to initiate a request for a refund, a student must complete a Refund Application Form at the Business Office, or apply by mailing a written request bearing the student's signature to the Business Office after the fifth (5) calendar week into the semester.

It is necessary to allow for a minimum of 10 business days for processing the refund application and for preparing the refund check which may be picked up at the Business Office or, upon request, may be mailed to the student.

## GRADUATION

Graduation exercises are held annually in June at which time diplomas are distributed. Students who expect to satisfy the requirements for the B.S. degree by the June commencement date must file an application for graduation by the previous October 30th. Students who require proof of graduation prior to commencement may request a letter of completion and/or transcript from the Registrar.

All students filing for graduation must have a total of 128 credits, at least 60 of which must be in the liberal arts.

Students who miss the deadline for graduation application will not receive diplomas until two months after the date of graduation. No diplomas will be mailed.

Where it appears that a student who is applying for graduation is requesting a change of major in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean - in consultation with the appropriate department chairpersons - reserves the right to deny the request.

Graduates who are taking the sixth session (VI) of the six week courses cannot be recognized for honors at commencement, but will receive honors after their last grades are submitted.

Any change in program stated on the graduation application must be brought to the attention of the Registrar.

Students will be required to pay for all coursework required for graduation, even if this should exceed 128 credits. In those instances where this credit in excess of 128 would result in a student's being required to pay flat rate tuition, the Registrar may offer the student the option of doing a 1 or 2 credit independent study, thereby keeping the credit load under 12 and the tuition rate at the per credit basis. This applies only to the unrestricted elective portion of the program, not to any coursework required for the degree or certificate.



## FINANCIAL AID

### ***Application Instructions***

Matriculating students (B.S. Degree and/or Management Certificate) may apply for financial aid. Consideration for financial aid from St. Joseph's College is dependent upon making application and receiving official notification of acceptance into the College.

To be considered for financial aid from government or College sources the student must submit ***each year***:

1. Pell Grant application. Use Financial Aid Form or Federal Aid Application.
2. Appropriate state applications. New York State residents: New York State Financial Aid Form or TAP application (Tuition Assistance Program) for full-time students; APTS application (Aid for Part-Time Study) for part-time students.
3. Financial Aid Form to the College Scholarship Service, Princeton, New Jersey 08541, designating St. Joseph's College as recipient. Fall entering and continuing students who wish consideration for St. Joseph's College General Studies Grants should file the FAF by June 1 for the coming academic year. Spring entering students should file by November 15. Fall entering students wishing consideration for Perkins Loan, Supplemental Educational Opportunity Grant, or College Work Study Program should file the FAF by February 25 for the coming academic year; Spring entering students by November 15. Continuing students should file by April 30. Priority will be given to students who adhere to filing dates.
4. Verification of student/spouse/parent income by providing signed copies of federal/state tax returns to the Financial Aid Office.

### ***Student Aid Recipients: Rights and Responsibilities***

Students who receive financial aid are responsible for finding out the number of credits they must carry/complete each term and the academic standards they must meet and maintain to be eligible for these programs. Students are expected to maintain satisfactory academic progress and be making normal progress toward the completion of degree requirements. Federal financial aid recipients and College financial aid recipients should consult the Academic Standing section of the St. Joseph's College catalogue. New York State financial aid recipients should consult the NYS financial assistance section of the St. Joseph's College catalogue.

Students who receive any federal or state educational funds must attest that the use of these funds will be for education and educationally-related expenses. It is the student's responsibility to notify the Financial Aid Office, in writing, of the amounts and sources of any outside aid the student might receive (i.e., tuition reimbursement, private scholarship, etc.). Eligibility for

various programs may be affected by a student's previous loan default and/or repayment owed to Pell Grant, SEOG, etc. Federal and/or state tax forms must be presented for verification purposes.

Transfer students must also have a Financial Aid transcript sent to St. Joseph's from each previous college attended. This is a federal government requirement even if the student did not receive aid from the prior school(s). A student who transfers from one college to another should check with the financial aid office at the new college as financial aid is not automatically transferred.

Any student may request and receive an explanation of how his/her financial aid or refusal of it was determined. Most financial aid awards are based upon financial need as determined by need analysis methodology (Congressional Methodology). There is, however, a distinction between eligibility for financial aid and availability of funds. Federal regulations mandate that the neediest students must be considered for financial aid first.

### ***Student Aid Refunds***

Students who withdraw from the College may have to refund a portion of their financial aid back to the program from which it came. This includes students who receive financial aid for personal expenses and who withdraw during the semester. Such students will owe a prorated refund to the fund(s) which generated the personal expense monies for the period they were not enrolled.

St. Joseph's College has determined that refunds and repayments will be distributed back to the programs in the following order up to the full amount received from each program for the term: Perkins Loan, Supplemental Educational Opportunity Grant, Pell Grant, Stafford Loan, Supplemental Loan (SLS), and institutional aid. In the event the student has a Guaranteed Student Loan, the lending institution will be notified of the date of withdrawal. In the event the student has New York State aid (i.e. TAP, Regents, etc.), New York State will be notified of any tuition adjustment.

### ***Student Expenses***

In order to aid in financial planning, the Financial Aid Office has provided the following table of estimated costs at St. Joseph's College. All costs subject to change.

St. Joseph's College  
Division of General Studies  
Brooklyn Campus and Brooklyn Campus Extension Sites  
1991-92  
Annual Student Budget  
Tuition and Fees

**FULL-TIME STUDENTS (12 credits or more—see *flat-rate*)**

Tuition	\$3000 per semester
College Fee	100 per semester
Mandated Accident Insurance	5 per semester

**PART-TIME STUDENTS**

Tuition	\$192 per credit
College Fee	
1 to 7 credits	10 per credit
8 to 11 credits	75 per semester
12 or more credits	100 per semester
Mandated Accident Insurance	5 per semester

*Typical Commuter Dependent Student Budget*

"Living at Home"	\$ 1500
Books and Supplies	500
Personal Expenses	600
Transportation	800

*Typical Commuter Independent Student Budget*

"Living at Home"	\$ 4310
Books and Supplies	500
Personal Expenses	800
Transportation	800

## **St. Joseph's College Financial Aid Programs**

### ***Division of General Studies Grants***

St. Joseph's College offers a limited number of partial-tuition grants to full-time, matriculated, Division of General Studies students. Grant amounts vary according to financial need and available funds. Award determination is made by the Financial Aid Office. Priority will be given to students who adhere to filing dates.

To be considered, the student must submit (each year) a Financial Aid Form (FAF). These students should also apply for a Pell Grant and TAP. Division of General Studies Grants will be offered for regular Fall and Spring semesters only. Yearly application is required. Financial Aid Forms are available in the Financial Aid Office.

### ***Division of General Studies Transfer Scholarships***

St. Joseph's College offers a limited number of partial-tuition transfer scholarships to entering full-time, matriculated, Division of General Studies students. Entering transfer students with a completed Associate's degree from selected programs within certain community colleges and with a 3.3 cum or better (4 pt. scale) will be considered. Certain conditions apply. Consult a General Studies Admissions Counselor.

The College requires that all forms (admissions applications, official transcripts, etc.) be received on or before August 1 for Fall entering students and January 1 for Spring entering students.

In order to receive tuition credit, scholarship recipients are required to file for financial aid each year (FAF, Pell, TAP) as soon as appropriate forms are available.

### ***Law Enforcement Personnel Grants***

St. Joseph's College will award grants to law enforcement personnel and civilian office staff of the New York City Police Department and the Transit and Housing Police Departments. Consult an admissions counselor for description and procedures. (Brooklyn Campus only.)

### ***St. Joseph's College Alumni Scholarships***

St. Joseph's College Alumni Association offers scholarships to sons and daughters of alumni. If funding permits, other relatives of alumni are considered. Awards are based on achievement and/or financial need. Students wishing to apply must write to: Chairperson, Alumni Scholarship Committee, Alumni Office, St. Joseph's College, 245 Clinton Avenue, Brooklyn, New York 11205 before March 15th of the year of matriculation.

## ***New York State Financial Assistance***

### ***Tuition Assistance Program (TAP)***

Full-time matriculated students who have been residents of New York State for a year may be eligible to receive tuition assistance of up to \$4,125 per year depending upon the family's net taxable income, the number of full-time college students in the family, and eligibility for varying schedules. Annual application is required.

### *Aid for Part-Time Study (APTS)*

Part-time matriculated students who have been residents of New York State for a year may apply for this grant program. APTS applications are available in the Financial Aid Office.

### *Regents College Scholarships for Undergraduates*

Candidates should seek directions from their high school principal and/or guidance counselor for this \$250 per year award.

### *Child of Veteran Award*

Applications may be obtained from high school guidance counselors or by writing to the Corporation. The award is \$450 per year.

### *Child of Deceased Police Officers or Firefighters Award*

Applications may be requested from the NYS Higher Education Services Corporation. The award is \$450 per year.

***Information on all the above may be obtained by writing to the New York State Higher Education Services Corporation, Albany, New York 12255***

### ***Satisfactory Progress Requirements for New York State Aid Recipients***

St. Joseph's College must comply with regulations issued by the NYS Commissioner of Education concerning a student's academic standing and receipt of NYS aid.

Good academic standing for NYS aid consists of two elements:

- (1) Pursuit of program - a requirement that a student complete 50% of a full-time program each term in his/her first year of NYS aid; 75% of a full-time program each term in the second year of NYS aid; and 100% of a full-time program each term in the third and fourth years of NYS aid. The same percentages apply to students receiving Aid-for-Part-Time-Study (APTS).
- (2) Satisfactory academic progress - a requirement that a student accumulate a specified number of credits and achieve a specified cumulative grade point average each term. The chart that follows is for full-time students. Requirements for part-time students are pro-rated.

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th**	10th**
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.00	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90

**\*\*NOTE:** Only students in five-year programs, approved pursuant to Section 145-2.7 of the Regulations, are eligible for more than eight semesters of undergraduate awards.

Students must meet both (1) the program pursuit requirements and (2) the satisfactory academic progress requirements in each term of payment in order to continue NYS aid eligibility. Students not complying with the above standards will have their eligibility re-established only after evidencing ability to complete successfully an approved program.

In extraordinary circumstances, a student may be granted a waiver of program pursuit and/or satisfactory progress requirements. This is available only once during a student's entire undergraduate career. For information about the process of filing for a waiver, please contact the Registrar. The Academic Dean reserves the right to grant or withhold the waiver.

Students should note that these Satisfactory Progress Requirements are for the purpose of New York State financial aid eligibility only.

### *Rehabilitation*

Students who suffer from a chronic illness, emotional problem, or who are physically disabled may be eligible for a grant which would help cover tuition and book fees. Contact the Office of Vocational Rehabilitation, New York State Education Department, Albany, New York 12230.

### *New York State Post Secondary Education Fund for Native American Students*

Further information is available from: Native American Education Unit, New York State Education Department, Albany, New York 12230.

## **Federal Programs**

### *Pell Grants*

Pell Grants are awards to help undergraduates pay for their education after high school. Eligibility is determined by a standard formula, revised and approved every year by Congress, to evaluate the information reported when applying for a Pell Grant. The maximum award for 1991-92 academic year is \$2,400.

### *Guaranteed Student Loans (GSL)*

#### *Stafford Loans*

A Stafford Loan is a low-interest loan (for new borrowers, currently 8% for the first 4 years of repayment and 10% after that) made to students by a lender such as a bank, credit union, or savings and loan association to help a student pay for education after high school. Stafford loan limits are \$2,625 for each of the first two years of undergraduate study, \$4,000 for each year of subsequent undergraduate study, and an undergraduate aggregate limit of \$17,250.

Students must undergo a full needs analysis to determine family contribution as permitted by statute and regulations. These loans are insured by the guarantee agency in a student's state and reinsured by the federal government. Loan repayments begin 6 months after a student leaves school or drops below half-time status.



### *Supplemental Loans to Students (SLS)*

Under the SLS, independent undergraduate students are eligible to borrow. The program provides for a maximum annual loan of \$4,000, an aggregate loan limit of \$20,000, and provides that such loan limits do not include amounts borrowed under the Stafford Loan or PLUS programs. Loans made under SLS are not eligible for interest benefits. Repayment is to begin within 60 days after disbursement, except that the borrower is entitled to certain deferments of repayment of principal. SLS loans have a variable interest rate.

### *Parent Loans for Undergraduate Students (PLUS)*

Parents may borrow up to \$4,000 per year for dependent undergraduate students, with an aggregate loan maximum for each eligible student of \$20,000. These loan limits do not include amounts borrowed by a student under the Stafford loan or SLS programs. PLUS loans do not qualify for interest benefits. PLUS loans have a variable interest rate.

Stafford, SLS, and PLUS applications are available from a bank, savings and loan association, credit union, or pension and welfare fund.

### *Supplemental Educational Opportunity Grant (SEOG)*

A Supplemental Educational Opportunity Grant (SEOG) is an award to help undergraduates pay for their education after high school. It does not have to be paid back. Grants range up to \$4,000 depending on a student's financial need, availability of SEOG funds, and the amount of other aid a student is receiving.

### *College Work-Study Program (CWSP)*

The College Work Study Program (CWSP) provides part-time employment funds for college students who need financial aid to help meet college expenses. A student's CWSP award depends on financial need, availability of CWSP funds, and the amount of other aid a student is receiving. Students are paid by the hour.

### *Perkins Loans*

#### *National Direct Student Loans (NDSL)*

A Perkins loan (previously named National Direct Student Loan/NDSL) is a low-interest (5%) loan to help students pay for education after high school. Perkins Loan amounts depend on student financial need, availability of Perkins Loan funds, and the amount of other aid a student is receiving. Maximum Perkins Loan is \$4,500 for first 2 years; \$9,000 as an undergraduate. Presently repayment of principal and 5% interest starts 9 months after leaving school. Students may possibly qualify for postponement or cancellation benefits.

### *Supplemental Security Income (S.S.I.)*

S.S.I. may be available for students who themselves are disabled. Further information is available from students' local Social Security office.

### *Federal Scholarship for American Indians*

Further information is available from the United States Department of Interior, Bureau of Indian Affairs, New York Liaison Office, Federal Building, Room 523, 100 South Clinton Street, Syracuse, N.Y. 13260.

### *Other Federal Student Financial Aid Programs*

A large number of special-purpose federal programs exists. The most authoritative reference for additional information is: Catalog of Federal Domestic Assistance, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

### ***Veterans Information***

#### *Veterans and Children of Deceased Veterans*

St. Joseph's College is fully approved by the New York State Education Department as well as other agencies for college-level education programs for veterans under federal and state laws. Veterans and children of veterans who qualify and who wish to pursue a course of study must present a certificate for Education and Training.

Information concerning these programs may be obtained by contacting the Veterans Administration Office, 252 Seventh Avenue, New York, N.Y. 10001.

# ACADEMIC LIFE

## DEGREE PROGRAMS

St. Joseph's College offers the following degree programs, which are registered with the New York State Education Department.

### ***Division of General Studies***

The College provides the following opportunities for adults with diversified professional and personal orientations to pursue college degree programs. These programs are administered by the Division of General Studies.

**BACHELOR OF SCIENCE** in Community Health and Health Administration. Students applying for the B.S. in Community Health or Health Administration must satisfy the requirements of the core curriculum and major and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE** with a major in Nursing. Accredited by National League for Nursing, the program is designed specifically for registered nurses. The curriculum consists of 128 credits which includes lower-division course requirements and upper-division courses. At least 60 credits must be in the liberal arts.

**BACHELOR OF SCIENCE in Management of Human Resources.** Students applying for the B.S. must satisfy the requirements of the major and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE in General Studies.** This program provides an opportunity for students with non-traditional academic backgrounds as well as those who have an Associate degree to pursue a flexible course of study. Of the 128 credits required for the degree, at least 60 must be in the liberal arts.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College.

For all degrees, a cumulative index of 2.0 is required, as well as an index of 2.0 in the major.

### ***College of Arts and Sciences***

**BACHELOR OF ARTS in Biology, Chemistry, Child Study, English, French, History, Human Relations, Mathematics, Psychology, Social Science, Spanish, and Speech.** Students applying for the B.A. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 90 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

**BACHELOR OF SCIENCE in Biology, Chemistry, and Mathematics.** Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. Those who wish to teach on the elementary or secondary level will also follow the programs approved for teacher certification.

**BACHELOR OF SCIENCE in Business Administration.** Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

**BACHELOR OF SCIENCE in Business Administration with a major in Accounting.** This program prepares for the C.P.A. exams. Students applying for the B.S. must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts.

BACHELOR OF SCIENCE in Recreation. Students applying for the B.S. in Recreation must satisfy the requirements of the core curriculum and major, and elect additional courses for a total of 128 credits, at least 60 of which must be in the liberal arts. At present, this program is offered only at the Suffolk Campus.

For details concerning these programs, which are open to all qualified students, consult the catalogues for the College of Arts and Sciences, Brooklyn or Suffolk.

## CERTIFICATE PROGRAMS

St. Joseph's College offers the following certificate programs, which are registered with New York State Education Department: Management (27 credits), Leadership and Supervision (12 credits), Human Resources (15 credits), Data and Information Processing (12 credits), Gerontology (12 credits), Health Counseling (12 credits), Health Instruction (12 credits), Health Staff Development (12 credits), and Home Care Administration (18 credits).

For all certificates, a cumulative index of 2.0 is required.

## ACADEMIC ADVISEMENT

An integral part of providing a quality educational experience to adults is an academic advisement system that can be responsive to their individual needs. Toward that end the Division requires that all students meet with an advisor to plan an academic program. Prior to this meeting, students receive a counseling worksheet that will guide them and their advisors in the preparation of their programs. Students should retain this worksheet and bring it to subsequent advisement meetings. It is recommended that students consult with an advisor once a semester.

COURSELOAD. Full-time students may carry sixteen credits per term. Students beyond freshman year may take up to eighteen credits with the approval of an advisor. For more than six courses or eighteen credits in one semester, the permission of the Dean is required. (See Tuition Policy.)

Students taking the Life Experience and Career Development Seminar may have their courseload restricted. (See Life Experience Credit.)

PASS/NO CREDIT OPTION. To encourage exploration and experimentation in curricular areas, the faculty has provided that juniors and seniors may take *one course per semester* or during intersession or summer session on an index-free basis (i.e., the grade is not computed in the index). Students may not take more than a total of four courses Pass/No Credit.

Courses required either by the core curriculum or by the student's major department or area of concentration may not be elected on this basis. Students may have the first three weeks of the term in which to indicate that they wish to take this option (or in the case of a Summer Session or Intersession Course, before the fourth class). No changes, either to Pass/No Credit or back to letter grade, may be made after that time. Grades assigned are P or NC (Pass or No Credit).

Students should be cautioned that taking courses on a Pass/No Credit basis may make them ineligible for honors. (See Honors.)

**REPEATED COURSES.** A student who receives an unsatisfactory grade in a course specifically required for the degree, for the major, or for a certificate program may request departmental approval to repeat the course. Although the grade of F is the only one for which credit is not given, departments may require a grade of C or better for satisfactory completion of certain departmental requirements. In such cases, the Chairperson may permit the student to repeat a course in order to demonstrate mastery of the subject. Both the original grade and the second grade will appear on the transcript. Credit will be given only once for the course, but both grades will be calculated in the index.

**AUDITING COURSES.** Matriculated students may audit courses with the consent of the instructor and the permission of the Dean. Non-matriculated students pay the regular tuition for this privilege. No credit is given for audited courses, and no records are kept.

## ACADEMIC POLICIES

### ***Attendance***

Students are expected to attend regularly and punctually all classes in which they are registered. Because active participation is considered vital to the educational process, class work constitutes 60-75% of the final grade in the course. Students who must be absent for an extended period of time are urged, therefore, to contact the individual instructor or the academic advisor concerning classwork, assignments, and announced quizzes.

At the same time, the faculty recognizes that on occasion students cannot be present. Because faculty members have confidence in the maturity of the student body and recognize the personal growth which comes through responsible freedom, the faculty has vested all members of the student body with personal responsibility for their attendance.

The faculty wish to emphasize, however, that students are equally responsible with them for creating a climate of inquiry and sharing. True education results only from active involvement in the learning process.



Students will not be permitted to *register* for a class after the second class session. (For a six-week course, students will not be permitted to *register* after the first class session.) Students may not register for nor enter writing courses after the first class session without the authorization of the Writing Coordinator.

If students have *registered in advance but have missed* the first two class sessions (or have missed the first class session of a six-week course), they will be encouraged to withdraw from the class. The reason for this is the compressed nature of the General Studies scheduling configuration and the difficulty encountered by students attempting to make up missed work.

Students should understand that if they insist on staying in the class under these circumstances, they accept the responsibility of their decision. They should also understand that it will be difficult for them to make up the missed work, that the instructor is under no obligation to help them make up the missed material, and that their final grades may be affected both from the standpoint of material missed and class participation opportunities forfeited.

### ***Change of Major***

Students who wish to change their majors must submit this intent in writing to the Registrar. These requests are reviewed by the Department Chairperson or advisor. Students must then meet with an advisor to plan a new program. Change of major should be effected before the period of programming for the following term.

Where it appears that a student's request to change majors is being initiated in order to graduate at an earlier date and where it appears that the student intends to complete another major at St. Joseph's College, the Dean - in consultation with the appropriate department chairpersons - reserves the right to deny the request.

### ***Change of Program***

A fee of \$20 is charged for each change of program form, and \$25 for late registration. Students are not permitted to register for a course in a fourteen or a fifteen-week session after the second class meeting (i.e., after two meetings of three hours each), nor to register for a six-week session after the first class session (i.e., after one session of seven and one-half hours).

### ***Withdrawing from Courses***

Students who wish to withdraw from a course should obtain the official form from the Registrar and follow the procedure outlined. Ordinarily, withdrawal may take place up to the midpoint of the term or session; thereafter, it may take place only for a most unusual reason and with the approval of the Dean. A fee of \$20 for each form is charged.

Students who do not withdraw officially from a course continue on the class register and must satisfy the requirements of the course.

Full-time students who receive permission to withdraw from a single course are not entitled to a refund unless the withdrawal involves extra credits or unless the student drops to part-time status. The time of the withdrawal is considered when calculating refunds. Tuition liability is based on the date the change of program form is received by the Registrar.

### ***Courses to be Taken at St. Joseph's College***

Students are required to take a minimum of 32 credit hours of coursework with St. Joseph's College, 9 of which must be completed either at the Brooklyn or Suffolk Campuses. The following courses will not be offered at the extension sites: ENG 103 Writing for Effective Communication; BUS 121 Statistical Methods and Research; CH 403 Community Health and the Liberal Arts; GS/HA 404 Administration and the Liberal Arts; BUS 471 Seminar in Management of Human Resources; CH 490 Research Seminar in Community Health; HA 490 Research Seminar in Health Administration. The College reserves the right to restrict other course offerings to the Main or Branch Campuses.

### ***Courses at Other Colleges***

Students who have reason to take courses for credit at other colleges should file the appropriate form in the Registrar's office. The decision to allow students to take such courses is made by the Dean in consultation with the Department Chairperson or advisor. The College reserves the right to refuse permission or to limit the number of such courses. Upper level students may not take courses at junior or community colleges.

When the courses have been completed, students are responsible for having an official transcript sent to the Registrar. Although the grades are not entered on the transcript nor included in the cumulative index, no credit will be allowed for a course with a grade below C-. (For Transfer Student Policy, see ***Admissions and Finances***.)

### ***Academic Standing***

St. Joseph's College accepts for matriculation only those students whom the College believes capable of completing the requirements for the degree. Since students may experience difficulty at some point, however, they should consult, early enough in the term for practical assistance, the class instructor and/or the Chairperson of the Department, the Director of Counseling, their Academic Advisors, or any other faculty members. Students are advised to investigate the implications of academic standing on their eligibility for financial aid.

*Satisfactory Progress* is ordinarily represented by an index of 2.0. Students with indexes below 2 are evaluated by the Academic Development Committee. Basing their judgment upon the students' tested potential, previous academic background, and calculated estimation of improvement, the Committee may permit students to continue in the College in good standing, under the guidance of academic advisors, for a stated time, thus giving them a chance to succeed. However, this does not automatically mean that such a student is eligible for financial aid. Such students should consult the Financial Aid section of this catalogue, the Registrar, and the Director of Financial Aid to determine their continued eligibility for financial aid.

Full-time students are expected to complete their BA/BS degree within eleven (11) semesters at the minimum progress level outlined below:

At the end of this semester	1	2	3	4	5	6	7	8	9	10	11
Full-time students must have successfully completed at least this # of credits	8	20	32	44	56	68	80	92	104	116	128

Part-time students (those enrolled for fewer than 12 credits per semester) must complete their BA/BS degree within twenty-two (22) semesters at the minimum level outlined below:

At the end of this semester	1	2	3	4	5	6	7	8	9	10	11
Part-time students must have successfully completed at least this # of credits	4	8	14	20	26	32	38	44	50	56	62

Cont. . . .

At the end of this semester	12	13	14	15	16	17	18	19	20	21	22
Part-time students must have successfully completed at least this # of credits	68	74	80	86	92	98	104	110	116	122	128

The following will not be considered as credits successfully completed: "F" grades, "I" incompletes, "WD" withdrawals. Courses that are repeated will count in the calculation of completed hours earned if the student receives a passing grade. Both the original grade and the second grade will be counted in the cumulative index, but credit for the course will be given only once. Only one repetition of a course will be considered toward the number of credits successfully completed.

A transfer student, as any other student enrolling at the College for the first time, may initially be assumed to be maintaining satisfactory progress. Following this initial presumption of progress, the College will use the number of hours accepted as transfer credit from the previous institutions to place that student within its time frame. For example, a student who is accepted at the junior class level based on 60 transfer credits earned at other institutions would be placed at the fifth semester time frame.

At the end of each semester the Registrar reviews the record of every student and refers to the Committee on Academic Development those who have failed to maintain an index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status (FT or PT). The faculty members, with the Dean, and the Registrar as consultants, endeavor to determine the causes of the academic difficulty and recommend adjustments in program for the following term. The faculty members of the Committee serve thereafter as special advisors to those students who have been referred to them.

Full-time students who, at the end of a semester, have not achieved an index of 2.0 or higher, and/or who have failed to complete successfully the minimum number of credits for their enrollment status, may not take more than 12 credits the following semester. Part-time students may not take more than 6 credits the following semester without special permission of the Dean. Although the Committee on Academic Development reviews each case individually, students who continue to achieve below the required index of 2.0 and/or who have failed to complete successfully the minimum number of credits for their enrollment status will be advised to withdraw. Students who have been asked to withdraw may represent to the Dean, in person or in writing, any relevant circumstances.

### ***Reinstatement***

Students asked to withdraw because of unsatisfactory progress may apply to be readmitted to the College. The procedure requires a written request, assessment of previous academic record and of potential, evidence of increased motivation, possible retesting, and approval of the Chairperson of the major department and the Dean.

Students who have been reinstated are responsible for finding out the conditions, if any, which must be satisfied in order to obtain financial aid.

## ***Examinations***

Final examinations are held at the end of each semester. Exceptions to this procedure require the approval of the Dean.

Genuine emergency such as illness is the only excuse for absence from an examination. A student who is absent from a final examination must call the Registrar on the day of the exam, giving the reason for the absence. Within one week, the student must write to the Dean, stating the reason for the absence and requesting a make-up exam. A fee of \$25 dollars is required for each late examination. By faculty regulation, a special examination may be given no sooner than two months from the date of the originally scheduled examination. The dates for such examinations are listed on the academic calendar; the hours are specified by the Registrar. Students must take the make-up exam at the time specified. A student who is absent from a make-up exam will receive a grade of zero for the exam.

## ***Incompletes***

If a faculty member believes that a student, for a serious reason, should be allowed additional time in which to complete the requirements of a course, the faculty member may file a form with the Registrar to this effect. It is the responsibility of the student for whom such exception has been made to see that the work is completed so that the faculty member may give the final grade to the Registrar NOT LATER THAN January 31 for the Fall semester, July 1 for the Spring semester, and September 1 for the Summer session. All coursework must be completed prior to the day of graduation.



## **Grades and Reports**

Transcripts of courses and grades are issued at the end of each term. The final grade in each course is based on the criteria established by the individual faculty member. Grades are interpreted as follows:

<i>Quality</i>	<i>Grade</i>	<i>Percentage</i>	<i>Quality Points</i>
Excellent	A	93.0-100	4.0
	A-	90.0-92.9	3.7
	B+	87.0-89.9	3.3
Good	B	83.0-86.9	3.0
	B-	80.0-82.9	2.7
	C+	77.0-79.9	2.3
Satisfactory	C	73.0-76.9	2.0
	C-	70.0-72.9	1.7
	D+	67.0-69.9	1.3
Passing	D	63.0-66.9	1.0
	D-	60.0-62.9	0.7
Unsatisfactory	F	Below 60	0.0
<i>Pass/No Credit Basis</i>			
Pass	P	60-100	—
No Credit	NC	Below 60	—

WD Student officially withdraws from a course; no grade penalty.

### *Incomplete/Absent From Final Examination*

<i>Category</i>	<i>Grade Designation</i>
Incomplete	INC
Absent from Final Examination	ABS

## **Withdrawal from the College**

Students who plan to withdraw from the College should consult an advisor and then submit written notification of withdrawal. All financial obligations to the College must be fully paid before students may withdraw or graduate in good standing. In addition, students who have received a scholarship or loan must have an exit interview with the Financial Aid Officer. (See *Financial Aid*). It is important for financial aid purposes that the last date of attendance be officially recorded. The Administration of the College may require the withdrawal of students whose academic record or conduct is judged unsatisfactory.

Students who have been inactive for two semesters or more should consider themselves withdrawn. If they wish to later re-enroll at the College, they will be required to be readmitted and will be subject to all the requirements and procedures in force upon their subsequent readmission.

St. Joseph's College is under no obligation to readmit students who have withdrawn from the College or who have been asked to withdraw.



## HONORS

### ***Dean's Honor List***

At the beginning of each term, the Dean publishes the names of those full-time students who in the previous academic semester attained an index of 3.65 or higher. Part-time students who attain an index of 3.65 after 15 credits are eligible for the Dean's Honor List and must file an application with the Registrar by August 22 for the Summer session, February 22 for the Fall semester, or July 22 for the Spring semester. Graduates need not apply in their last semester since this index is computed automatically for graduates. This list is posted on a special bulletin board in the main hall of the College, outside the Dean's Office.

### ***Senior Honors***

Students who achieve a cumulative index of 3.67 for the last 30 credits taken at St. Joseph's College will receive Senior Honors.

### ***Distinguished Graduate Award***

The Distinguished Graduate Award is given to students who receive a cumulative index of 3.7 for the last 45 credits taken at the College.

In computing the index for each of the above honor categories, the grades from full semesters are used, which may necessitate including more credits than the required minimum of 15, 30, or 45 credits, respectively.

## ***STUDENTS' RIGHT TO PRIVACY AND ACCESS TO RECORDS***

Public Law 93-380, usually titled "Family Educational Rights and Privacy Act," or more often known simply as the Buckley Amendment, prohibits release of any material in students' files without the students' written consent. This law also affords students the right to review the contents of their official academic folders, except for those documents excluded by Law 93-380, as amended.

Students who wish to inspect their folders are required to complete the REQUEST FOR DISCLOSURE OF STUDENT FILE INFORMATION. These forms are available in the Registrar's office. Students who wish to challenge the contents of their folders as inaccurate, misleading, or inappropriate, should follow the informal and formal proceedings outlined in the current Student Handbook.

*It is the responsibility of all students to inform the College of any change in their mailing address. Failure to do so relieves the College of any liability in the event that important correspondence is not received by students.*

# CURRICULAR OFFERINGS

## ***Bachelor of Science in Community Health***

Lorraine Boykin, Ed.D., Chairperson

The Bachelor of Science degree in Community Health has been designed to educate health practitioners in order to improve the quality of the health care delivery system. Concomitantly, courses in the major program: (1) meet the individual needs of health professionals with diverse orientations and professional concerns; and (2) promote such generic cognitive capabilities as critical thinking and problem solving, skills that transcend technical professional specializations and provide for continuing development and adaptation.

In addition to having met the general admission requirements of the Division, students typically have postsecondary education and training and have acquired skills and knowledge through experience. Exceptions to this are made with the approval of the Department Chairperson.

A minimum of 21 credits with a CH or CHA identifier must be taken at St. Joseph's College.

<i>Major Requirements</i>		<i>Credits</i>
CH 415	Community Health	3
CHA 430	Issues in the Health Care Delivery System	3
CH 490	Research Seminar in Community Health	3
Major Electives	(12 credits from Community Health offerings; 9 additional credits to be taken in Community Health, Health Administration, related areas, COM 140, COM 150, or MAT 151.)	21
<i>Required Core Courses</i>		<i>Credits</i>
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
CH 403	Community Health and the Liberal Arts	3
ENG 103	Writing for Effective Communication	3
Science or Mathematics		3
Social Science		3
<i>Liberal Arts Electives</i>		42
<i>Other Electives</i>		38
<i>Total</i>		128

*The following courses will be offered during either the 1991-92 or the 1992-93 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and the Suffolk Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

**CH 150 GROUP DYNAMICS AND COMMUNICATION\***  
(PSY 150)

A theoretical introduction to small group processes, with an emphasis on the relationship between groups and the individual, and on the communication process. Students participate in small group exercises as part of the course requirements.

3 hours a week, 1 semester, 3 credits.

**CH 230 EMOTIONAL DISTURBANCE IN CHILDREN AND YOUTH\***

An overview of emotional and psychiatric disorders in childhood and adolescence, ranging from infant autism to adolescent suicide, from debilitating psychiatric problems to transient situational disorders as related to the family, school, and community. Various modes of treatment are covered.

3 hours a week, 1 semester, 3 credits.

**CH 231 CHILD ABUSE AND NEGLECT\***

An exploration of the social, economic, and familial factors that are contributive to child abuse and neglect. The effects of these problems on the child, family, and community are discussed. Also covered are such topics as reporting, crises intervention, and prevention.

3 hours a week, 1 semester, 3 credits.

**CH 270 SOCIOLOGY OF HEALTH\***  
(SOC 270)

An exploration of the social and cultural facets of health and illness and the functioning of organizations involved in health care. The social behavior of health personnel and those who are the consumers of health is also stressed.

3 hours a week, 1 semester, 3 credits.

**CH 403 COMMUNITY HEALTH AND THE LIBERAL ARTS\***

This course, designed for Community Health majors, focuses on the application of the liberal arts to issues in community health. Drawing on the knowledge and methodologies of the social sciences and the arts and humanities, this course explores themes prevalent in the study of community health. (Suggested antecedent course: CH 415.)

3 hours a week, 1 semester, 3 credits.

#### CH 407 HUMAN SEXUALITY IN HEALTH AND DISEASE\*

An in-depth examination of sexual development and behavior, concentrating on psychological, social and biological aspects of human sexuality. The emphasis on sexual health, on education, and on sexuality and the disabled, is directed toward helping students feel comfortable with themselves and the topic.

3 hours a week, 1 semester, 3 credits.

#### CHA 408 EPIDEMIOLOGY\*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of the public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

#### CH 409 PSYCHOLOGICAL FACTORS IN HEALTH AND DISEASE\*

An investigation of the psychological factors that influence an individual's adjustment along the health continuum. Problems of conflict, tension, and anxiety from friends and the work environment are dealt with in the discussion of acute, chronic, and psychosomatic health problems.

3 hours a week, 1 semester, 3 credits.

#### CH 411 ALCOHOLISM\*

This course examines theories surrounding the etiology of alcoholism, including biological, psychological, sociological, and cultural factors. The impact of alcoholism on the individual, family, and community is discussed. Methods of prevention, treatment, and rehabilitation are also explored.

3 hours a week, 1 semester, 3 credits.

#### CH 412 ADDICTIONS AND DEPENDENCIES\*

The process of dependency is examined not only as it applies to substances, but also as it relates to pathological gambling, compulsive over-eating, and co-dependencies. Effects of various substances on the body will be discussed. The etiology of addictive and dependent behavior as well as the impact this abuse has on the individual, family, and community are studied. Methods of prevention, treatment, and rehabilitation are explored.

3 hours per week, 1 semester, 3 credits.

#### CH 413 NUTRITION IN COMMUNITY HEALTH

This course introduces students to nutrition requirements and nutrient analysis. The student will become familiar with intake assessment and will relate nutritional requirements to eating patterns, taking into consideration various ethnic backgrounds.

3 hours a week, 1 semester, 3 credits.

#### CH 414 SEXUALLY TRANSMITTED DISEASES\*

An examination of the biological, psychological, and sociological dimensions of sexually transmitted diseases. Approaches to education, prevention, research, and treatment are included.

3 hours a week, 1 semester, 3 credits.

#### CH 415 COMMUNITY HEALTH\*

This introductory course explores the interrelationship between the community, its health needs, and the response of the health delivery system to meet these needs. A history of community health services is covered, as are the social, cultural, and economic forces that give rise to specific health problems, attitudes, and behaviors, including the response of various community health services to prevent disease and promote health.

3 hours a week, 1 semester, 3 credits.

#### CHA 416 CONSUMER HEALTH

This course investigates consumerism as it relates to health. Health care services, environmental agents, industrial safety, food, drugs, appliances, and other consumer concerns are discussed. The legislative process and consumer laws are stressed.

3 hours a week, 1 semester, 3 credits.

#### CH 420 HEALTH EDUCATION

This course is designed to acquaint students with health education programs in the community, hospitals, and industry. The focus is on various educational and administrative techniques, materials, media, and methods of communication. These are geared to specific target populations to prevent illness, improve health care, and increase health awareness.

3 hours a week, 1 semester, 3 credits.

#### CHA 422 SCHOOL HEALTH PROGRAMS

An investigation into the organization and administration of school health programs, emphasizing prevention of illness as well as education toward optimal health. The school structure is reviewed as well as the position of the health educator within the school system. School health problems are discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 423 STAFF DEVELOPMENT MANAGEMENT AND METHODS OF TEACHING (I)

The focus of this course is on the establishment and management of in-service training programs in health care agencies. The course covers the history of in-service, the planning, designing and implementing of such programs. The definition, scope, and responsibility of the in-service department is explored in depth.

3 hours a week, 1 semester, 3 credits.

#### CHA 424 STAFF DEVELOPMENT MANAGEMENT AND METHODS OF TEACHING (II)

The focus of this course is on the preparation of lesson plans, selection of teaching aids and staff, and the preparation of a program in staff development for a group of professionals. Teaching methodologies and continuing education are discussed.

*Prerequisite:* CHA 423.

3 hours a week, 1 semester, 3 credits.

#### CHA 430 ISSUES IN THE HEALTH CARE DELIVERY SYSTEM

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 432 COMMUNITY HEALTH AND AMBULATORY CARE ADMINISTRATION

This course focuses on the delivery of health services on an out-patient basis. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

Duplicative of CHA 431 COMMUNITY HEALTH ADMINISTRATION  
(Recommended antecedent course: HA 481 or CH 415.)

3 hours a week, 1 semester, 3 credits.

#### CH 434 FAMILY HEALTH\*

Health aspects of families are explored, including the human life cycle and relevant social, physical, and psychological factors. The ramifications of alternative lifestyles on family health are also included.

3 hours a week, 1 semester, 3 credits.

#### CHA 435 QUALITY ASSURANCE

An introductory course covering the concept of quality assurance and risk management. The course will focus on regulatory agencies and the organization and management of quality assurance departments. Topics in risk management and compliance with regulatory standards are explored.

3 hours a week, 1 semester, 3 credits.



### CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Recommended antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

### CH 440 PRINCIPLES OF COUNSELING\*

An exploration of the theoretical framework of counseling and personality theory. It is structured to expose the professional to counseling theory and practice through discussion of the various theories of personality and their proponents.

3 hours a week, 1 semester, 3 credits.

### CH 441 COUNSELING TECHNIQUES\*

This course provides an opportunity to learn and practice the methods and techniques of counseling. Special emphasis is placed on the dynamics of interviewing and the various adaptations patients or clients make to illness and disability. The counseling model emphasized is one which the professional can draw upon and apply to a client/employee centered problem-solving relationship.

*Prerequisite:* CH 440.

3 hours a week, 1 semester, 3 credits.

### CH 442 FAMILY COUNSELING\*

This course examines the structure and process of family as a system. Various historical and theoretical perspectives are considered as patterns of interaction and dysfunction. Also covered are the process and techniques of family therapy.

3 hours a week, 1 semester, 3 credits.

### CH 443 MENTAL HEALTH AND CRISIS INTERVENTION\*

This course explores the theoretical perspective of crisis theory, including human adaptation, fulfillment and growth, and coping under extreme stress. Specific crises are explored as are the intervention skills needed to respond to these crises.

3 hours a week, 1 semester, 3 credits.

### CH 449 DEATH AND DYING\*

A discussion of attitudes toward death and dying in relation to ethnic, cultural, religious, and professional influences. The dying process, grief, family counseling, ethical, and legal issues are addressed.

3 hours a week, 1 semester, 3 credits.

#### CH 451 GERONTOLOGY\*

This course provides an overview of the study of aging, emphasizing social and biological topics. The course will address demography, biological theories, major health problems and prevention, as well as the older person's role in the family and community.

3 hours a week, 1 semester, 3 credits.

#### CH 453 THE PSYCHOLOGY OF AGING\*

Psychological theories of aging are used as a basis for considering the major role changes and adjustments confronting older adults. Emphasis is given to the topics of retirement, family relationships, sexuality, and loss. Specific counseling approaches to coping with these special needs of aging are demonstrated.

3 hours a week, 1 semester, 3 credits.

#### CHA 456 PROGRAMS AND RESOURCES IN AGING\*

This course examines government and private programs and resources in aging, at national, state, and local levels. Special emphasis is given to income maintenance, housing options, crime prevention, nutrition, and adult day care. Besides addressing political and fiscal realities, this course will explore future trends.

3 hours a week, 1 semester, 3 credits.

#### CHA 459 PRACTICUM IN GERONTOLOGY

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CHA 466 PRACTICUM IN THE HEALTH FIELD

A supervised field experience in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CH 467 PRACTICUM IN HEALTH INSTRUCTION

A supervised field experience in health instruction, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CHA 468 PRACTICUM IN HEALTH STAFF DEVELOPMENT

A supervised internship in staff development, management, and methods of teaching, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### CHA 484 LEGAL ASPECTS OF HEALTH CARE

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

#### CHA 488 HEALTH CARE ECONOMICS (Formerly ECONOMICS OF HEALTH)

An overview of the economic issues affecting the health care industry, this course focuses on economic theory and concepts such as the determinants of supply and demand, pricing theory, and resource organization. The impact of money, fund flows, DRG's and RUG's upon decisions and economic activity is explored.

3 hours a week, 1 semester, 3 credits.

#### CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand—at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

#### CH 490 RESEARCH SEMINAR IN COMMUNITY HEALTH\*

A capstone research course for students pursuing the Community Health major, it is designed to permit an investigation into an individualized area of interest. Students are expected to employ research methodologies in the preparation of a paper.

*Prerequisites:* CH 415, ENG 103

3 hours a week, 1 semester, 3 credits.

#### CHA 500 INTERNATIONAL HEALTH SYSTEMS\*

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

#### CHA 501 FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits.

#### CHA 502 ADVANCED FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services. Students will compare significant aspects of the health care systems of the countries visited. Approval required.

Hours to be arranged, 3 credits.

## ***Bachelor of Science in Health Administration***

Victor Brown, M.S., Chairperson

The Bachelor of Science degree in Health Administration has been designed to educate health practitioners in order to improve the quality of the health care delivery system. Concomitantly, courses in the major program: (1) meet the individual needs of health professionals with diverse orientations and professional concerns; and (2) promote such generic cognitive capabilities as critical thinking and problem solving, skills that transcend technical professional specializations and provide for continuing development and adaptation.

In addition to having met the general admission requirements of the Division, students typically have postsecondary education and training and have acquired skills and knowledge through experience. Exceptions to this are made with the approval of the Department Chairperson.

A minimum of 21 credits with an HA or CHA identifier must be taken at St. Joseph's College.

<i>Major Requirements</i>		<i>Credits</i>
CHA 430	Issues in the Health Care Delivery System	3
HA 481	Introduction to Health Care Administration	3
HA 490	Research Seminar in Health Administration	3
Major Electives	(12 credits from Health Administration offerings; 9 additional credits to be taken in Health Administration, Community Health, related areas, or in courses applicable to the Management Certificate.)	21
<i>Required Core Courses</i>		<i>Credits</i>
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
HA 404	Administration and the Liberal Arts	3
ENG 103	Writing for Effective Communication	3
Science or Mathematics		3
Social Science		3
<i>Liberal Arts Electives</i>		42
<i>Other Electives</i>		38
<i>Total</i>		128

*The following courses will be offered during either the 1991-92 or the 1992-93 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and the Suffolk Campuses, unless otherwise noted. Consult the semestral schedule of courses for more specific information. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

**HA 130 ORGANIZATIONAL BEHAVIOR  
(BUS 130)**

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion of a series of case studies.

*Prerequisite:* BUS 100 or HA 481

3 hours a week, 1 semester, 3 credits.

**HA 152 HUMAN RESOURCES LAW  
(BUS 152)**

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

3 hours a week, 1 semester, 3 credits.

**HA 230 HUMAN RESOURCES MANAGEMENT  
(BUS 230)**

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

*Prerequisite:* BUS 100 or HA 481

3 hours a week, 1 semester, 3 credits.

**HA 370 ADVANCED HUMAN RESOURCES MANAGEMENT  
(BUS 370)**

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

*Prerequisite:* HA/BUS 230, and BUS 232 or HA/BUS 152.

3 hours a week, 1 semester, 3 credits.



#### HA 404 ADMINISTRATION AND THE LIBERAL ARTS\* (GS 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores: the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

(Recommended antecedent course: HA 481.)

3 hours a week, 1 semester, 3 credits.

#### CHA 408 EPIDEMIOLOGY\*

An introduction to the science of epidemiology dealing with the incidence, distribution, and control of disease in the population. Concentration is directed toward health promotion and disease prevention at institutional and community levels. The role of public health and other agencies is also discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 416 CONSUMER HEALTH

This class investigates consumerism as it relates to health. Health care services, environmental agents, industrial safety, food, drugs, appliances, and other consumer concerns are discussed. The legislative process and consumer laws are stressed.

3 hours a week, 1 semester, 3 credits.

#### CHA 422 SCHOOL HEALTH PROGRAMS

An investigation into the organization and administration of school health programs, emphasizing prevention of illness and education toward optimal health. The school structure is reviewed as well as the position of the health educator within the school system. School health problems are discussed.

3 hours a week, 1 semester, 3 credits.

#### CHA 423 STAFF DEVELOPMENT MANAGEMENT AND METHODS OF TEACHING (I)

The focus of this course is on the establishment and management of in-service training programs in health care agencies. The course covers the history of in-service, the planning, designing and implementing of such programs. The definition, scope, and responsibility of the in-service department is explored in depth.

3 hours a week, 1 semester, 3 credits.

## CHA 424 STAFF DEVELOPMENT MANAGEMENT AND METHODS OF TEACHING (II)

The focus of this course is on the preparation of lesson plans, selection of teaching aids and staff, and the preparation of a program in staff development for a group of professionals. Teaching methodologies and continuing education are discussed.

*Prerequisite:* CHA 423.

3 hours a week, 1 semester, 3 credits.

## CHA 430 ISSUES IN THE HEALTH CARE DELIVERY SYSTEM

An in-depth study of the organization of the U.S. health care delivery system. Special attention is given to practices and problems affecting providers and consumers of health care. Recent changes in the financing mechanisms and their impact on distribution of services are discussed.

3 hours a week, 1 semester, 3 credits.

## CHA 432 COMMUNITY HEALTH AND AMBULATORY CARE ADMINISTRATION

This course focuses on the delivery of health services on an out-patient basis. Governmental regulations, organizational considerations, staffing patterns, quality issues, and reimbursement are examined.

Duplicative of CHA 431 COMMUNITY HEALTH ADMINISTRATION

3 hours a week, 1 semester, 3 credits.

## CHA 435 QUALITY ASSURANCE

An introductory course covering the concept of quality assurance and risk management. The course will focus on regulatory agencies and the organization and management of quality assurance departments. Topics in risk management and compliance with regulatory standards are explored.

3 hours a week, 1 semester, 3 credits.

## CHA 437 HOME CARE ADMINISTRATION

This course focuses on the operation and administration of the many types of home care providers. The evaluation and growth of home care is discussed. Also covered are such topics as: government regulations, financing, staffing, continuing education needs, and marketing.

(Recommended antecedent course: CHA 430)

3 hours a week, 1 semester, 3 credits.

#### **CHA 456 PROGRAMS AND RESOURCES IN AGING\***

This course examines government and private programs and resources in aging, at national, state, and local levels. Special emphasis is given to income maintenance, housing options, crime prevention, nutrition, and adult day care. Besides addressing political and fiscal realities, this course will explore future trends.

3 hours a week, 1 semester, 3 credits.

#### **CHA 459 PRACTICUM IN GERONTOLOGY**

A supervised field experience in gerontology, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### **CHA 466 PRACTICUM IN THE HEALTH FIELD**

A supervised field experience in the health area, this course is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### **CHA 468 PRACTICUM IN HEALTH STAFF DEVELOPMENT**

A supervised internship in staff development, management, and methods of teaching, this practicum is made available to students on an individual basis. Approval required. Placements are arranged by students and instructor.

Hours to be arranged. Typically no evenings or weekends. 3 credits.

#### **HA 481 INTRODUCTION TO HEALTH CARE ADMINISTRATION**

An overview course dealing with health care management. Included in the course are such topics as effective management, supervision, organizational structures, decision-making, personnel and staffing, performance appraisal, finance, budgets, fiscal operations, facilities maintenance, and services distribution and control. State codes and accreditation standards are reviewed.

(Not recommended for students who have taken BUS 100.)

3 hours a week, 1 semester, 3 credits.

#### **CHA 484 LEGAL ASPECTS OF HEALTH CARE**

A review of the basic legal concepts affecting the health care delivery system. Topics discussed include aspects of malpractice in health care, practitioner and institutional liability, legal rights of the consumer, administrative law, medical records, and the role of regulatory agencies.

3 hours a week, 1 semester, 3 credits.

#### HA 485 PRODUCTIVITY AND EVALUATION IN HEALTH CARE

This course examines different management strategies and techniques that can feasibly result in increased productivity in the delivery of health care services. It provides administrative personnel with expertise in assuring a high level of performance and quality care.

Duplicative of HA 487 PRODUCTIVITY IN HEALTH CARE.

3 hours a week, 1 semester, 3 credits.

#### HA 486 LONG TERM HEALTH CARE ADMINISTRATION

This course deals with the application of administrative theory to long term care facilities. Facilities are classified, and services of each are defined. Planning, construction, financial management, codes and regulations, Medicaid/Medicare, and an in-depth examination of personnel and health care services are covered. (Suggested antecedent course: HA 481.)

3 hours a week, 1 semester, 3 credits.

#### CHA 488 HEALTH CARE ECONOMICS

(Formerly Economics of Health)

An overview of the economic issues affecting the health care industry, this course focuses on economic theory and concepts such as the determinants of supply and demand, pricing theory, and resource organization. The impact of money, fund flows, DRG's, and RUG's upon decisions and economic activity is explored.

3 hours a week, 1 semester, 3 credits.

#### CHA 489 COMPREHENSIVE HEALTH PLANNING

This introductory course examines the methods and practices of long-range and strategic health planning, focusing on such factors as need, supply, and demand—at the institutional, community, and regional level. Also covered is the role of government in health care planning. Facility and health program planning are considered.

3 hours a week, 1 semester, 3 credits.

#### HA 490 RESEARCH SEMINAR IN HEALTH ADMINISTRATION\*

A capstone research course for students pursuing the Health Administration major, it is designed to permit students to do an investigation into an area of their interest. Students are expected to employ research methodologies in the preparation of a paper.

*Prerequisites:* HA 481, ENG 103.

3 hours a week, 1 semester, 3 credits.

#### HA 497 FINANCIAL MANAGEMENT IN HEALTH CARE INSTITUTIONS

This course focuses on general financial management concepts and applies them to the health care institution. The course covers breakeven analysis, capital and operating budget techniques, DRG's and RUG's, inventory management systems, and present value analysis. The role of government in regulation and planning is explored as are changes in reimbursement methodology. Also, emerging forms of alternative health care delivery systems (such as H.M.O.'s and P.R.O.'s) are examined.

3 hours a week, 1 semester, 3 credits.

#### CHA 500 INTERNATIONAL HEALTH SYSTEMS\*

This course focuses on contemporary health issues in their political, cultural, and socioeconomic context. The role of the World Health Organization is addressed.

3 hours a week, 1 semester, 3 credits.

#### CHA 501 FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services.

Hours to be arranged, 3 credits.

#### CHA 502 ADVANCED FIELD STUDY IN INTERNATIONAL HEALTH SYSTEMS\*

A planned study of the health care delivery services in a developed/developing country. Special attention is given to contemporary political, cultural, and socioeconomic aspects of the country's health services. Students will compare significant aspects of the health care systems of the countries visited. Approval required.

Hours to be arranged, 3 credits.

## ***Bachelor of Science with a Major in Nursing***

Audrey J. Conley, Ed.D., R.N., Director

The Department of Nursing offers an upper-division National League for Nursing accredited baccalaureate nursing program that is designed exclusively for registered nurses. The curriculum is planned to maximize the strengths the registered nurse brings to the baccalaureate program. The program focuses upon the utilization of nursing theory; the promotion, restoration and maintenance of health for clients; the development of critical thinking and decision-making skills; and the development of leadership skills appropriate to beginning professional practice. The research process as it relates to nursing is taught and utilized throughout the program. Clinical experiences are provided at a variety of health care settings under the direction of the Nursing faculty.

The purposes of the program are to:

1. Provide the graduate with breadth of knowledge and values from both general and professional education.
2. Prepare the graduate for professional practice in traditional and unstructured health care settings.
3. Provide a foundation for graduate education in nursing.

### ***Admission Process***

Candidates for admission to the Nursing program must submit:

1. A Nursing program application.
2. Transcripts of lower-division course work. If student copies of transcripts are submitted initially, official transcripts must be on file within the first 18 credits of course work at St. Joseph's College.
3. Two letters of reference from employing agency or School of Nursing attesting to the candidate's clinical competency and potential for professional growth.
4. Proof of licensure as a Registered Professional Nurse in New York State.

### ***Admission Requirements***

Candidates for admission to the Nursing program must have:

1. Graduated from a National League for Nursing accredited Associate Degree Nursing Program or a Hospital Diploma Program.
2. A current license in New York State as a Registered Professional Nurse or eligibility to sit for the RN licensing exam. Students must have a current New York State RN license to enroll in NU 350.



3. Completion of lower-division course requirements. Candidates are eligible to apply for admission after completing **24** credits of lower-division course requirements at a regionally accredited community or senior college. CLEP challenge exams are available in selected science and liberal arts courses.
4. A satisfactory cumulative grade point average in lower-division course work. All candidates with a grade point average of 2.5 on a 4 point scale will be reviewed for admission. Preference will be given to those with a 3.0 or above grade point average.
5. Satisfactory scores on the NLN Nursing Mobility Profile II Tests required for graduates of Hospital Diploma Programs. These tests must be taken no later than the second semester after admission to the program. All other students must complete the NLN Mobility Profile II Tests prior to enrolling in NU 350.

## **Baccalaureate Curriculum**

### *Liberal Arts Component*

<i>Humanities</i>		<i>Credits</i>
*English		3
*Speech		3
Electives		9
GS 402 Critical Thinking for Professionals		3
<i>Total</i>		18
<i>Natural Sciences</i>		<i>Credits</i>
*Anatomy & Physiology		6-8
*Chemistry		3
*Microbiology		3-4
BIO 331 Pathophysiology		3
COM 140 Microcomputer Applications or COM 150 Introduction to Computers		3
MATH 151 Statistics		3
<i>Total</i>		21-24
<i>Behavioral/Social Sciences</i>		<i>Credits</i>
*Psychology		3
*Sociology		3
*Growth & Development		3
PSY 150 Group Dynamics		3
GS 400 Adults in Transition		3
Electives		6
<i>Total</i>		21

\* Lower-division course requirements. Candidates are eligible to apply for admission after completing 24 credits of lower-division course requirements at a regionally accredited junior or senior college. CLEP challenge exams are available in selected science and liberal arts courses.

### *Unrestricted Electives 8-11 Credits*

### *The Nursing Component*

<i>The Nursing Component</i>		<i>Credits</i>
NU 300	Theoretical Bases in Nursing	3
NU 310	Professional Nursing Practice Roles	3
NU 350	Professional Nursing with Individuals	6
NU 400	Professional Nursing with Families	3
NU 410	Professional Nursing with Communities	6
NU 420	Nursing Research	3
NU 430	Nursing Leadership	3
NU 450	Professional Nursing Practicum	6
<i>Total</i>		33

*Of the 128 credits required for the degree, at least 60 must be in the liberal arts.*

## **Nursing Course Offerings**

*The following courses will be offered in either the Spring or Fall semester during the 1991-92, 1992-93 academic years on the Brooklyn and Suffolk campuses.*

### **NU 300 THEORETICAL BASES IN NURSING**

The focus of this course is the study of the conceptual framework and theories which provide the bases for professional nursing practice. The historical evolution of the theoretical foundation of nursing practice will be discussed, as well as the functions and merits of theory development to nursing practice, education and research. Selected nursing theories and concepts will be explored with an emphasis on the application of these to the nursing process. A case study approach will be used to provide students the opportunity to apply learning to practice situations.

3 hours a week, 1 semester, 3 credits.

### **NU 310 PROFESSIONAL NURSING PRACTICE ROLES**

The student engages in a study of the historical perspectives in the development of professional practice roles. Role theory, role socialization and role differentiation are examined as related to organizational structure and goals. The diversity of practice roles, changing roles, and expanded roles are explored with an emphasis on professional accountability, legal and ethical implications and advocacy.

3 hours a week, 1 semester, 3 credits.

### **NU 350 PROFESSIONAL NURSING WITH INDIVIDUALS**

This course focuses upon the health appraisal of clients including select physical assessment skills. Emphasis is placed on health promotion and the total assessment of the client including factors affecting health status, health history, client education and the application of the nursing process. The integration of theory and the nursing process, communication and interpersonal relationship skills are emphasized.

*Prerequisites:* NU 300, BIO 331, NLN Mobility Profile II Tests

*Co or Prerequisite:* NU 310

3 hours lecture/seminar per week, 3 hours College Lab per week, 6 hours clinical per week during the last 2-3 weeks of the semester, 6 credits.

### **NU 400 PROFESSIONAL NURSING WITH FAMILIES**

This course includes a study of the concept of a family, the family environment as related to and influenced by health and illness, and the family as a system. Relevant theories are explored in relation to nursing practice with families focusing upon health promotion, maintenance and restoration. Public policy issues that affect family health care are explored.

*Prerequisites:* NU 350

3 hours a week, 1 semester, 3 credits.

## NU 410 PROFESSIONAL NURSING WITH COMMUNITIES

This course focuses upon the application of theories to promoting, maintaining, and restoring the health of communities. Emphasis is placed on the utilization of the nursing process in the health assessment of families and communities. Health promotion, health education, coordination and continuity of care are emphasized as are the roles of the professional nurse in community practice. The epidemiological process is stressed in surveying current major health issues. Public policy issues relating to health care are explored.

*Prerequisite:* NU 350, PSY 150

*Co or Prerequisite:* NU 400

3 hours lecture per week, 6 hour clinical per week, 1 semester, 6 credits.

## NU 420 NURSING RESEARCH

This course focuses upon the critical evaluation of nursing research and the implications for nursing practice. Concepts basic to the research process, approaches to and methods of research are explored. Emphasis is placed on ethical considerations and the role of the nurse as a knowledgeable consumer of research.

*Prerequisites:* NU 300, MATH 151, GS 402

3 hours a week, 1 semester, 3 credits.

## NU 430 NURSING LEADERSHIP

This course includes a study of theories of leadership, organizational behavior, and planned change. Emphasis is placed on decision making. Nursing leadership in traditional and unstructured health care settings is explored. The student examines values and ethical issues, as well as socio-economic and public policy issues affecting nursing and health care delivery.

*Prerequisites:* NU 410, NU 420

3 hours a week, 1 semester, 3 credits.

## NU 450 PROFESSIONAL NURSING PRACTICUM

This course continues the study of theories and practice models that guide nursing practice with groups, families, and communities. Emphasis is placed on the use of leadership skills, strategies for initiating and facilitating change, and the application of research to nursing practice. The practicum is designed to facilitate the learner's self assessment and self directed pursuit of professional nursing competence in an area of interest.

*Prerequisites:* NU 410, NU 420

*Co or Prerequisite:* NU 430

2 hours lecture per week, 8 hours clinical per week, 1 semester, 6 credits.

Students under the direction and guidance of faculty develop a learning contract for each clinical nursing course. The learning contracts are designed in accord with the student's academic and professional background and the objectives of the course. The use of the learning contract provides for student self-direction and participation in the selection of their learning experiences. Clinical hours are planned on a to-be-arranged basis.

## ***Bachelor of Science In Management of Human Resources (MHR)***

Sal G. Rumore, J.D., C.P.A., Chairperson

Elizabeth A. McKaigney, M.B.A., Associate Chairperson

Rupert Campbell, M.B.A., Coordinator of Business Management,  
Division of General Studies

Designed to promote career advancement, this program enables working adults to attain the credentials and skills essential for effective management. It is a flexible degree that builds upon prior learning and life experience. In order to be admitted to the program, therefore, adults must be employed in a full-time position and have substantial work experience with supervisory and/or program development responsibilities. A minimum of 21 credits from Required and/or Elective Business Courses must be taken at St. Joseph's College. B.S. degrees in Business Administration and Accounting are offered through the College of Arts and Sciences; consult an admissions counselor.

<i>Required Business Courses</i>		<i>Credits</i>
BUS 100	Process of Management	3
BUS 121	Statistical Methods and Research	3
BUS 130	Organizational Behavior	3
BUS 152	Human Resources Law	
or		
BUS 232	Labor Relations	3
BUS 230	Human Resources Management	3
BUS 471	Seminar in Management of Human Resources	3
<i>Elective Business Courses</i> (From Accounting; Management; Marketing; Economics and Finance; Business Law; and business courses in Computer, Mathematics and Philosophy)		12
<i>Additional Required Courses</i>		<i>Credits</i>
COM 140	Microcomputer Applications	
or		
COM 150	Introduction to Computers	3
PHI 160	Introduction to Ethics	3
GS 110	Life Experience and Career Development Seminar	3
GS 400	Adults in Transition	
or		
GS 404	Administration and the Liberal Arts	3
GS 401	Problem Solving for Professionals	3
GS 402	Critical Thinking for Professionals	3
ENG 103	Writing for Effective Communication	3
<i>Liberal Arts Electives</i>		42
<i>Other Electives</i>		35
<i>Total</i>		128



## **Business Course Offerings**

*The following courses will be offered during either the 1991-92 or the 1992-93 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### **BUS 100 PROCESS OF MANAGEMENT**

An introduction to the business decision-making process through the study of the theory and practice of management. The manager's tasks - planning, organizing, directing and controlling - are reviewed through reading and case studies. The student is introduced to the concept of strategic planning, and in line with today's emphasis on productivity, particular attention is paid to Human Resources and Motivation.

(Not recommended for students who have taken HA 481)

3 hours a week, 1 semester, 3 credits.

### **BUS 120 MACROECONOMICS\***

(ECO 120)

A description of economic life and problems; the market, pricing of goods and services, business cycle; corporate organization; the banking system; foreign trade; agriculture, labor organization; government expenditures and receipts.

3 hours a week, 1 semester, 3 credits.

### **BUS 121 STATISTICAL METHODS AND RESEARCH**

Problem analysis and evaluation techniques are presented. Students are shown methods for defining, researching, analyzing, and evaluating a problem they would solve in their work or avocational environment. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance, and constructing questionnaires.

*For students pursuing degrees in Management of Human Resources or General Studies (with Management or Human Resources Certificates).*

3 hours a week, 1 semester, 3 credits.

## **BUS 125 PRINCIPLES OF FINANCE**

A survey of the role of finance in business management. Major areas of study include an examination of financial markets, financial organization of business entities, analysis of budgets, credit, equity, and debit financing, cash flow requirements, break-even analysis, the uses of corporate securities in capitalization and asset management.

*Prerequisites:* BUS 100, ACC 110

3 hours a week, 1 semester, 3 credits.

## **BUS 127 COMPARATIVE ECONOMIC SYSTEMS\***

(ECO 127)

A study of various methods used to solve economic problems. Survey covers various economic systems from the enterprise system as implemented in the United States to the communist variants in the Soviet Union and Communist China.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

## **BUS 130 ORGANIZATIONAL BEHAVIOR**

(HA 130)

An introduction to the study of management theory concerning human behavior in formal organizations. The student is given the opportunity to test theories through the analysis and discussion of a series of case studies.

*Prerequisite:* BUS 100

3 hours a week, 1 semester, 3 credits.

## **BUS 150 BUSINESS LAW I**

Introduction to legal environment of business. General survey of the legal system court and procedures. Study of the law of contracts, agency, partnership and corporations. The course uses the case and text method.

3 hours a week, 1 semester, 3 credits.

## **BUS 151 BUSINESS LAW II**

A continuation of Business Law I. Personal property, bailments, sales, commercial paper, creditors' rights, real property, secured transactions and regulations of business.

*Prerequisite:* BUS 150

3 hours a week, 1 semester, 3 credits.

## **BUS 152 HUMAN RESOURCES LAW**

(HA 152)

A study of the legal concepts affecting the employer-employee relationship within organizations. Federal and State statutes/regulations and judicial decisions will be explored as they relate to the following: recruiting, hiring, and placement; compensation; training, promotion, and transfer; discipline and termination; affirmative action; retirement and benefits; performance appraisal; discrimination; safety and health; and unions and collective bargaining.

3 hours a week, 1 semester, 3 credits.

## **BUS 200 MARKETING**

An examination of the central role of the marketing function in business and the non-profit sectors is undertaken through analysis of cases and a required text.

3 hours a week, 1 semester, 3 credits.

## **BUS 202 RETAIL MANAGEMENT**

(Formerly RETAILING)

Analysis and study of marketing goods and services at retail, investigation of types of retail facilities, impact of chain and discount stores, retailing in shopping centers, speciality stores, non-store retailing, effect of communication arts on retailing.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits.

## **BUS 204 MARKETING PROMOTION AND ADVERTISING**

An intensive review and study of the promotion and sale of products or services. Both conceptual and applied approaches to such areas as advertising and public relations are used. The student will be required to develop a report on a promotion plan for a product or service.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits.

## **BUS 206 MARKETING RESEARCH**

A study of the various research methodologies used in solving marketing research problems. Includes Research Design and Data Collection Methods (surveys, questionnaire design, sampling) to enable the student to make the best possible decision in exploring solutions to marketing problems and opportunities. A complete Marketing Research report is required.

*Prerequisites:* BUS 200 and either BUS 222, MAT 151, or BUS 121

3 hours a week, 1 semester, 3 credits.

## **BUS 208 PUBLIC RELATIONS**

The study of Public Relations and its role as a communications and marketing tool. Corporate image, external and internal communications, firms' relationships with various publics explored. Case study analysis and practice in writing press releases and other corporate communications expected.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits.

## **BUS 210 CONSUMER MOTIVATION AND BEHAVIOR**

The examination of consumer motivation and behavior employing the disciplines of Anthropology, Psychology and Sociology. Freud, Skinner, McLuhan and Maslow's theories are utilized. The purpose of the course is to enable the student to understand what motivates the consumer to buy.

*Prerequisite:* BUS 200

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

## **BUS 221 LABOR ECONOMICS\***

(ECO 221)

Analysis of the role of labor in the American economy and of factors which contributed to the changing pattern of industrial relations. Great emphasis on present-day collective bargaining. Discussions include references to current labor issues.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

## **BUS 222 STATISTICS**

(ECO 222)

Collection and tabulation of statistical data. Sampling. Probability. Binomial distribution and the use of the normal curve.

*Prerequisite:* Mathematics 111 or Mathematics 113

3 hours a week, 1 semester, 3 credits.

## **BUS 223 MONEY AND BANKING\***

(ECO 223)

The role of money and credit in our economic system. Commercial banks and Federal Reserve System. International money relations.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

## **BUS 224 ADVANCED MANAGERIAL FINANCE**

This course examines in detail the cost of capital, leverage, dividend policy, management of working capital, long term financing and expansion of corporations.

*Prerequisite:* BUS 125

3 hours a week, 1 semester, 3 credits.

## **BUS 226 MICROECONOMICS\***

(ECO 226)

Marginal analysis of demand and supply, of the individual firm, of perfect and imperfect competition.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

**BUS 228 HISTORY OF ECONOMIC THOUGHT\***  
(ECO 228)

An analysis of major changes in economic thinking; mercantilism, physiocracy, classical school with its Marxist opposition, historical and marginalistic schools, Marshall, institutionalists, Keynes, and present-day trends.

*Prerequisite:* BUS 120

3 hours a week, 1 semester, 3 credits.

**BUS 230 HUMAN RESOURCES MANAGEMENT**  
(HA 230)

A review of the theory of the effective management of human resources. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and evaluation methods, compensation and reward or motivational programs, legal and regulatory requirements and the role of collective bargaining. The course utilizes the case method supplemented with an assigned text.

*Prerequisite:* BUS 100

3 hours a week, 1 semester, 3 credits.

**BUS 232 LABOR RELATIONS**  
(Formerly COLLECTIVE BARGAINING)

A study of organized labor and its impact on the firm's management and business strategy. Active student participation is expected in the discussion of the collective bargaining process and the issues arising from the creation and administration of the collective bargaining agreement. The rights of management in directing the workforce versus the rights of employees as expressed in the contract are explored. Selected cases involving such issues as technological change, job assignments, wage structure, grievance procedure, production standards, and arbitration will be utilized.

*Prerequisite:* BUS 230

3 hours a week, 1 semester, 3 credits.

**BUS 262 GOVERNMENT REGULATION OF BUSINESS**

A study of government regulation of business under Federal and state laws. Particular attention is paid to anti-trust laws, restraint of trade, monopolies, mergers, wages and price controls. Regulations which apply to industries such as utilities, energy, communications, transportation are analyzed. In addition, government intervention in business under FDA, NATSA and OSHA regulations is discussed and how they affect business decisions. The course uses the text and case method.

*Prerequisites:* BUS 150 and BUS 151

3 hours a week, 1 semester, 3 credits.

## BUS 275 INTERNATIONAL BUSINESS

A study of the opportunities and conditions including particular problems that are part of doing business in foreign countries. Particular attention is given to environmental factors, concepts and practices of world business institutions, multi-national corporations, international financing implications of foreign exchange, risks and advantages in dealing with foreign currencies, marketing strategies in dealing with particular cultures and economic and social issues that affect business decision-making in foreign countries.

*Prerequisite:* BUS 100, BUS 120

3 hours a week, 1 semester, 3 credits.

## BUS 362 INTERNSHIP IN BUSINESS

A course designed to give professional experience in a business organization under college supervision and participating employers. The student is expected to work a minimum of 100 hours with no remuneration during the internship. In addition, the student is required to submit a paper which discusses the application of the principles studied in the various business disciplines in the internship assignment. A member of the Business Faculty will supervise the internship and will consult with representatives of the business in assessing the student performance.

*Prerequisite:* Student must be a junior or senior business or accounting major with an average of 3.3. Permission of the department chairperson is required. Internship will be offered upon request.

1 semester, 3 credits.

## BUS 370 ADVANCED HUMAN RESOURCES MANAGEMENT (HA 370)

This course is designed to analyze and explore current issues of significance related to the utilization and development of personnel. Students will be directed to undertake case studies on selected topics from the following areas: planning and staffing, performance appraisal and evaluation, training and development, labor relations and personnel law, and quality of worklife. Where appropriate, cases and investigations will be regionally based.

*Prerequisites:* BUS 230, and either BUS 232 or BUS 152

3 hours a week, 1 semester, 3 credits.

## BUS 376 PRODUCTION MANAGEMENT

A study of the nature of manufacturing and production activity, coordination of sales and manufacturing programs. Analysis of the most economical means of processing and the importance of automation.

*Prerequisites:* BUS 100, BUS 200

3 hours a week, 1 semester, 3 credits.



## **BUS 471 SEMINAR IN MANAGEMENT OF HUMAN RESOURCES**

A capstone course, it is designed to enable Management of Human Resources students to combine theories/concepts in the development of an individual project that examines an aspect of the student's occupation. The project can take such forms as problem analyses, funding proposals, business plans, or research efforts. Preparation of a paper or written report will be required.

*For students pursuing degrees in Management of Human Resources or General Studies (with Management or Human Resource Certificates).*

*Prerequisites:* BUS 100, BUS 121, ENG 103

2 hours a week, 1 semester, 3 credits.

## **Accounting Course Offerings**

### **ACC 110 PRINCIPLES OF ACCOUNTING**

A study of accounting principles to enable the student to understand the preparation of financial statements. The course covers a study of the accounting cycle, the recording process, accounting systems and controls. The course will require the preparation of a practice set in addition to the assigned problems.

3 hours a week, 1 semester, 3 credits.

### **ACC 211 FINANCIAL ACCOUNTING**

A study of accounting principles as they apply to corporations, branch operations, and not-for-profit entities. The course also covers fund statements and cash flow, budgeting, analysis of financial statements, and partnership accounting.

*Prerequisite:* ACC 110

3 hours a week, 1 semester, 3 credits.

### **ACC 212 INTERMEDIATE ACCOUNTING I**

The underlying concepts and principles of financial accounting; interpretation and application of the pronouncements of accounting bodies such as FASB, AICPA, SEC, and CASB.

*Prerequisite:* ACC 211

3 hours a week, 1 semester, 3 credits.

### **ACC 213 INTERMEDIATE ACCOUNTING II**

A continuation of Intermediate Accounting I emphasizing a critical study of current accounting theory and analysis of financial statements, long term liabilities, paid-in capital, retained earnings, and reserves.

*Prerequisite:* ACC 212

3 hours a week, 1 semester, 3 credits.

## ACC 215 PRINCIPLES OF FEDERAL TAXATION

A study of the Federal Revenue system, tax statutes, and the preparation of individual tax returns. The Internal Revenue Code and regulations along with court decisions are studied with particular attention as to how tax planning for individuals is affected. The case problem method is used, with the objective that the student be trained to cope with the tax problems encountered by an individual.

*Prerequisites:* ACC 110, ACC 211

3 hours a week, 1 semester, 3 credits.

## ACC 216 ADVANCED FEDERAL AND STATE INCOME TAXES

A study of Federal tax statutes and the preparation of partnership, corporation, estate, gift and trust returns. A study of securities transactions, pension and profit sharing plans, stock options and foreign income taxation. The case problem method is used with the object that the student be trained to cope with the tax problems of business.

*Prerequisite:* ACC 215

3 hours a week, 1 semester, 3 credits.

## ACC 217 PRINCIPLES OF AUDITING

An introduction to generally accepted auditing standards adopted by AICPA and releases by the Securities and Exchange Commission in conjunction with an expression of an opinion by independent public accountants. Attention to the ethics of the profession of public accounting and the study of internal control.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

## ACC 240 ADVANCED ACCOUNTING

A study of advanced accounting problems in areas such as consolidations, corporate merger and acquisitions, international accounting and foreign operations, and not-for-profit entities.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

## ACC 241 COST ACCOUNTING

To familiarize the student with production and process cost accounting systems. Includes studies in job cost, process cost, and standard cost systems. Cost behavior and cost-volume-profit analysis is studied along with budgeting and cost finding tools and techniques.

*Prerequisites:* ACC 110, ACC 211

3 hours a week, 1 semester, 3 credits.

## **ACC 245 ACCOUNTING FOR GOVERNMENT AND NON-PROFIT ORGANIZATIONS**

The study of the financial reports of government and non-profit institutions. Particular attention to the accounting standards and practices underlying the preparation and presentation of financial statements for non-profit organizations.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.

## **ACC 318 ACCOUNTING THEORY AND CURRENT ACCOUNTING DEVELOPMENTS**

An analysis of current accounting theory and literature. Particular attention to recent accounting publications as applied to various industries.

*Prerequisite:* ACC 213

3 hours a week, 1 semester, 3 credits.

## **ACC 319 ACCOUNTING PROBLEMS**

Capstone course in accounting which includes a study of recent CPA examination problems. Emphasis on problems in consolidations, partnerships, corporate mergers and fiduciary and not-for-profit accounting, job and process cost problems, and managerial controls and budgeting.

*Prerequisite:* ACC 318

3 hours a week, 1 semester, 3 credits.

## **ACC 320 E.D.P. AUDITING**

A study of the application of computers in auditing. Analysis of the E.D.P. function and computer controls that should exist in an organization.

*Prerequisites:* COM 286, ACC 217

3 hours a week, 1 semester, 3 credits.

## **ACC 321 S.E.C. FINANCIAL ACCOUNTING AND REPORTING**

This course will provide an understanding of S.E.C. requirements regarding accounting, auditing and financial disclosure. The content of financial statements and reports which are required to be filed with the S.E.C. will be studied.

*Prerequisite:* ACC 318

3 hours a week, 1 semester, 3 credits.

## **Computer Course Offerings**

### **COM 140 MICROCOMPUTER APPLICATIONS**

(Formerly COM 284 Microprocessor Applications)

This course is designed as an introductory course to provide students with the necessary background and understanding for the effective use of microcomputers: word processing, relational databases, spreadsheets. This course will include "hands-on" experience with the common applications software. No previous computer related experience is necessary.

*There are no prerequisites.*

**Note:** Applicable to the B.S. in Management of Human Resources and to the Management Certificate, and not to the B.S. in Business Administration or B.S. in Accounting.

3 hours a week, 1 semester, 3 credits.

### **COM 150 INTRODUCTION TO COMPUTERS\***

This course offers a basic introduction to computer hardware and software. Elementary programming techniques will be taught using BASIC. Emphasis will be on problem solving using the computer.

*There are no prerequisites.*

3 hours a week, 1 semester, 3 credits.

### **COM 152 COMPUTER PROGRAMMING\***

Primarily for students who need a working knowledge of computer methods and programming. Included are fundamental programming concepts such as decisions, loops, subscripted variables and subroutines; general data processing methods such as searching, updating and sorting; computer organization and concepts; introduction to higher level programming languages; numerical methods; problems for solution on a computer system.

*Prerequisite:* COM 140 or COM 150 or departmental approval.

3 hours a week, 1 semester, 3 credits.

### **COM 200 COMPUTER SCIENCE: AN OVERVIEW**

(Formerly COM 247)

For students from all disciplines. Topics include: computer organization, information representation in digital computers; data abstraction and data structures such as trees, lists and stacks; algorithm development and analysis; programming languages; hardware and software systems; information processing and database concepts; computer technology and society.

*Prerequisite:* COM 140 or equivalent.

3 hours a week, 1 semester, 3 credits.

## COM 210 ALGORITHMS AND DATA STRUCTURES

This course explores specific classes of problems and their solutions. Fundamental questions concerning computational complexity, data storage and access, space/time bounds, optimal algorithms and data structures including lists, queues, and trees, are addressed. Algorithms for important classes of problems such as searching, sorting, and pattern-matching will be designed, implemented and tested in a laboratory environment. (Corresponds to ACM CS2).

*Prerequisite:* COM 152 and MAT 203

3 hours a week, 1 semester, 3 credits.

## COM 249 ASSEMBLY LANGUAGE

This course is designed for the student who wishes to study the relationships between microprocessors, the computer's architecture, and machine and higher level languages. Most concepts will be illustrated using the IBM P.C. assembly language.

*Prerequisites:* at least one high level language (e.g., BASIC, COBOL, FORTRAN)

3 hours a week, 1 semester, 3 credits.

## COM 286 BUSINESS PROGRAMMING I

This course will deal with business applications of the computer such as financial reporting, inventory analysis, modeling and forecasting. COBOL will be used with emphasis on file construction and data retrieval.

*Prerequisite:* An introductory computer course.

3 hours a week, 1 semester, 3 credits.

## COM 287 BUSINESS PROGRAMMING II

This is intended to follow up COM 286 (Business Programming I). Various techniques in structured COBOL programming will be considered.

*Prerequisite:* COM 286

3 hours a week, 1 semester, 3 credits.

## COM 288 BUSINESS SYSTEMS AND DESIGN

The design and development of information systems for a business environment. Topics will include analysis of information flow, design of business systems, specifications, equipment selection, and file organization. Detailed steps for each phase of the design will be related to business applications on a full scale computer system.

*Prerequisite:* Any introductory computer course

3 hours a week, 1 semester, 3 credits.

### COM 310 OPERATING SYSTEMS

The emphasis of this course is on the efficient allocation and use of computer resources, especially process and memory management, job scheduling, accesses to hardware and software resources, security and reliability. Examples will be drawn from standard operating systems (e.g. MS-DOS, UNIX). Questions relating to communications (timesharing, networking, concurrency, distributed systems, synchronization, and deadlocks) will be discussed.

*Prerequisite:* COM 210 or equivalent

3 hours a week plus lab, 1 semester, 3 credits.

### COM 330 COMPUTER GRAPHICS

This course presents an overview of interactive computer graphics hardware and software. Topics include: graphics programming and visual languages; viewing in 2 and 3 dimensions; algorithms for removing hidden edges and surfaces, shading, intensity and color; display architectures and raster graphics; graphical interfaces and I/O devices. Topics will be extended in a coordinated laboratory session; software including paint packages, desktop publishing and CAD tools, will be examined.

*Prerequisite:* departmental approval.

3 hours a week, 1 semester, 3 credits.



## ADDITIONAL PROGRAMS

### BACHELOR OF SCIENCE IN GENERAL STUDIES

The Bachelor of Science in General Studies offers adults with non-traditional academic backgrounds, as well as those who have had previous college coursework, an opportunity to attain a bachelor's degree through a flexible course of study.

Personalized advisement is the key to this approach. With the assistance and guidance of a trained advisor, students design a program around their strengths, experiences, and aspirations, drawing from the various courses of the College. Of the 128 credits required for the degree, at least 60 must be in the liberal arts.

### CERTIFICATE PROGRAMS

The certificates offered through the Division of General Studies have been designed to meet specific needs of adult professionals. An applicant for a certificate program will follow and be subject to the application procedure of the College described in the **Admissions and Finances** section of this catalogue. Certificates will not be issued until all official records have been received by the College. There is a certificate fee of \$10 due for each certificate completed.

For three of the certificate programs, a supervised practicum is required. Students wishing to participate in one of these practicums (as well as CHA 466 Practicum in the Health Field, which is not part of a certificate program) are required to submit applications and a faculty recommendation to insure that such students are at a point of academic and personal readiness. These materials will be reviewed by the Practicum Coordinator and/or the Department Chairperson. Applications for practicums and faculty recommendation forms are available from the Registrar.

In order to be considered for a certificate practicum students must, in addition, have completed or be in the process of completing at least one course in the certificate program, the course to be determined by the Practicum Coordinator and/or the Department Chairperson.

Students who, as a result of the application and recommendation process, are denied permission to participate in a practicum will not meet the requirements of the certificate program. The decision to deny participation will be made by the Practicum Coordinator and/or the faculty member who wrote the recommendation. When this is one and the same person, that person will consult with an additional faculty member of the student's choosing.

Students denied placement in a practicum may appeal this decision to the Dean. The Dean will endeavor to resolve the matter informally, and may consult with additional faculty members regarding the appropriateness of the decision. If the student is not satisfied with the decision rendered by the

Dean, the student may submit a written request for a hearing. The hearing will be held within ten school days of receipt of the request. The decision rendered after the hearing will be final.

The College will make every effort to place qualified students to insure successful learning experiences. The College, however, will not be held responsible for problems which result from students' failing to cooperate in arranging satisfactory practicums or from students who do not perform up to the standards of the participating agency or of the College.

Students who are unable to work out satisfactory placements may have the situation reviewed by the Dean. Students who are asked to withdraw from the practicum may appeal the decision to the Dean. If that decision is not satisfactory, the student may request a hearing as noted above.

If the Practicum Coordinator or Department Chairperson deems it appropriate, students who enroll in a practicum course must provide evidence that they have acquired malpractice insurance. Students unable or unwilling to acquire such insurance must sign a waiver, holding harmless both St. Joseph's College and the agency, school, or hospital in which the practicum is conducted. If students refuse to sign the waiver, they will not be admitted to the practicum.

Courses for certificates may not be taken on a Pass/No Credit basis (exception: CHA 468 Practicum in Health Staff Development).

## ***Certificate in Gerontology***

Designed for adults pursuing various careers in aging, this 12 credit certificate will provide gerontological knowledge essential to understanding and serving an older clientele. This certificate is particularly well suited for health practitioners who wish to redirect or focus their skills to meet the needs of an aging population.

Courses taken for the Certificate in Gerontology may be applied toward the B.S. in Community Health, Health Administration, or General Studies.

### ***Required Courses for Certificate***

*Choose one of the following:* ***3 credits***

CH 451          Gerontology

REC 276          Gerontology

*Choose one of the following:* ***3 credits***

CH 453          Psychology of Aging

PSY 230          Adult Development and Aging

### ***Elective Courses for Certificate***

*Choose one of the following:* ***3 credits***

CHA 456          Programs and Resources in Aging

HA 486          Long Term Health Care Administration

RS 145          Theology of Death and Dying

CH 449          Death and Dying

### ***Required Gerontological Field/Clinical Experience***

*Choose one of the following:* ***3 credits***

CHA 459          Practicum in Gerontology

SOC 241          Experience in Social Work

REC 482          Community Field Experience I

REC 483          Therapeutic Field Experience I

PSY 370          Introduction to Clinical Psychology

***Total Required for Certificate*** ***12 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate; approval required for practicum.)*

## ***Certificate in Health Counseling***

This 12 credit certificate is designed to enable health practitioners to apply essential counseling theory and techniques to meet client needs in a variety of health settings. By developing counseling skills necessary for better communication, this program will respond to the ever-expanding role the health practitioner must play concerning the total well-being of the client.

Courses taken for the Certificate in Health Counseling may be applied toward the B.S. in Community Health, Health Administration, or General Studies.

### ***Required Courses for Certificate***

***12 credits***

CH 440	Principles of Counseling
CH 441	Counseling Techniques
CH 442	Family Counseling
CH 443	Mental Health and Crisis Intervention

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate in Health Instruction***

This 12 credit certificate is designed to provide health practitioners with the skills and knowledge necessary to plan, implement, and evaluate health education programs for health consumers in the hospital and in the community.

Courses taken for the Certificate in Health Instruction may be applied toward the B.S. in Community Health, Health Administration, or General Studies.

(Note: This certificate program should not be confused with teacher certification by the New York State Education Department.)

### ***Required Courses for Certificate***

***12 credits***

SPC 102	Speech Communication
CH 420	Health Education
CH 434	Family Health
CH 467	Practicum in Health Instruction

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate; approval required for practicum.)*

## ***Certificate in Health Staff Development***

This 12 credit certificate is designed to prepare health care practitioners to plan, implement, and evaluate in-service and training programs in various health care facilities. Drawing heavily on the philosophy and resources of the College's registered Community Health and Health Administration majors, this program will respond to the demand of health care institutions for adequately prepared personnel in staff development.

Courses taken for the Certificate in Health Staff Development may be applied toward the B.S. in Community Health, Health Administration, or General Studies.

### ***Required Courses for Certificate***

***12 credits***

SPC 102	Speech Communication
CHA 423	Staff Development Management and Methods of Teaching I
CHA 424	Staff Development Management and Methods of Teaching II
CHA 468	Practicum in Health Staff Development

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate; approval required for practicum.)*



## ***Certificate in Home Care Administration***

This 18 credit certificate is designed to enable health practitioners to direct their institutionally based skills into the rapidly expanding area of home care administration. Drawing heavily on the College's registered majors in Community Health and Health Administration, this program will respond directly to the acute need for trained administrative personnel in the most rapidly growing area of health care today -- home care.

Courses taken for the Certificate in Home Care Administration may be applied toward the B.S. in Community Health, Health Administration, or General Studies.

### ***Required Courses for Certificate***

***18 credits***

CHA 430	Issues in the Health Care Delivery System
CHA 437	Home Care Administration
CHA 456	Programs and Resources in Aging
HA 481	Introduction to Health Care Administration
CHA 484	Legal Aspects of Health Care
HA 497	Financial Management in Health Care Institutions

*(A minimum of 15 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

## ***Certificate In Data and Information Processing***

This 12 credit certificate is designed to provide an introduction to the computer and its applications. Specifically, students will learn common uses of the microprocessor such as word processing, will develop essential programming skills, and will apply this knowledge to frequently encountered tasks within their professional areas.

Courses for the certificate in Data and Information Processing may be applied toward the B.S. in Management of Human Resources, Business Administration\*, General Studies, or the 27 credit Certificate in Management.

*Required Courses for Certificate* *6 credits*

COM 140    Microcomputer Applications (Formerly COM 284)

COM 150    Introduction to Computers (or equivalent)

*Elective Courses for Certificate* *6 credits*

### *Business Track:*

COM 286    Business Programming I

COM 287    Business Programming II

COM 288    Business Systems and Design

### *Liberal Arts Track:*

COM 152    Computer Programming

COM 200    Computer Science: An Overview

MAT 203    Mathematical Foundations of Computer Science

*Total Required for Certificate* *12 credits*

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College — exceptions would require departmental approval; a cumulative index of 2.0 is required for the certificate.)*

*\*Available through the College of Arts and Sciences*

## ***Certificate in Leadership and Supervision***

With the option of a business or health emphasis, this 12 credit certificate is designed to improve supervisory and managerial effectiveness. Through selected courses and a case-study orientation, the participants will learn to apply prominent theories and practices in employee management and development to commonly encountered problems and situations.

Courses taken for the Certificate in Leadership and Supervision may be applied toward the B.S. in Management of Human Resources, Community Health, Health Administration, General Studies, Business Administration\*, the 15 credit Certificate in Human Resources, or the 27 credit Certificate in Management.

### ***Required Courses for Certificate*** ***9 credits***

BUS 100	Process of Management
or	
HA 481	Introduction to Health Care Administration

BUS/HA 130 Organizational Behavior

BUS/HA 230 Human Resources Management

### ***Elective Courses for Certificate - select one course*** ***3 credits***

GS 401 Problem Solving for Professionals

BUS/HA 152 Human Resources Law

BUS 221 Labor Economics

BUS 232 Labor Relations

PSY 185 Industrial Psychology

### ***Total Required for Certificate*** ***12 credits***

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate.)*

*\*Available through the College of Arts and Sciences.*

### ***Certificate in Human Resources***

This 15 credit Certificate in Human Resources has as its purpose the successful management of human resources in support of organizational effectiveness. It is designed to provide specialized study of such personnel management activities as work analysis, staffing, training and development, employee appraisal, compensation, enhancement of work environment, and personnel law and labor relations.

Courses taken for the Human Resources Certificate may be applied toward the B.S. in Management of Human Resources, Business Administration\*, General Studies, or Health Administration.

<i>Required Courses for Certificate</i>		<i>15 credits</i>
BUS 100	Process of Management	
or		
HA 481	Introduction to Health Care Administration	3
BUS/HA 130	Organizational Behavior	3
BUS/HA 152	Human Resources Law	
or		
BUS 232	Labor Relations	3
BUS/HA 230	Human Resources Management	3
BUS 370	Advanced Human Resources Management	3
<i>Total required for Certificate</i>		<i>15 credits</i>

*(A minimum of 12 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Human Resources or the Certificate in Management, but not both.)*

*\*Available through the College of Arts and Sciences.*

## ***Certificate in Management***

This 27 credit certificate has been designed to educate adults for the management of organizations in the business, non-profit, or public sector; the latter includes the operations of the Federal, state, and local government.

Courses taken for the Management Certificate may be applied toward the B.S. in Management of Human Resources, General Studies, Business Administration\*, or Health Administration.

### ***Required Courses for the Certificate*** ***18 credits***

BUS 100	Process of Management	
or		
HA 481	Introduction to Health Care Administration	3
ACC 110	Principles of Accounting	3
BUS/HA 130	Organizational Behavior	3
BUS/HA 230	Human Resources Management	3
ENG 103	Writing for Effective Communication (or ENG 102 Basic Writing Skills, ENG 109 Analytical Writing, or ENG 110 Communication for Professionals)	3
COM 140	Microcomputer Applications	
or		
COM 150	Introduction to Computers	3

### ***Elective Courses for Certificate*** ***9 credits***

Nine credits to be taken from Business Administration courses or from the following: GS 401, GS 402, MAT 151, MAT 200, MAT 201, PHI 160, PHI 268, COM 286, COM 287, COM 288.

### ***Total required for Certificate*** ***27 credits***

*(A minimum of 21 credits toward this certificate must be taken at St. Joseph's College; a cumulative index of 2.0 is required for the certificate. Students may earn either the Certificate in Management or the Certificate in Human Resources, but not both.)*

*\*Available through the College of Arts and Sciences.*

## **Additional Course Offerings**

In addition to the courses listed below, the College of Arts and Sciences offers an array of liberal arts and other courses. For these, consult the Arts and Sciences Catalogue.

*The following courses will be offered during either the 1991-92 or the 1992-93 academic year in the Fall, Spring and/or Summer semesters on both the Brooklyn and Suffolk Campuses, unless otherwise noted. Not all of these courses will be available at night or on weekends on both campuses. Consult the Arts and Sciences Catalogue and the semestral schedule of courses for more specific information. Courses marked with an asterisk are applicable to the liberal arts requirements of the curriculum.*

### **ENG 100 ANALYTICAL READING\*** (Formerly GS 125)

An intensive analysis of the skills necessary for critical reading and for the analysis of the structure of the paragraph and essay. Within the context of examining the life experience of the adult learner, study skills are reinforced.

3 hours a week, 1 semester, 3 credits. Pass/No Credit. Not offered Suffolk.

### **ENG 102 BASIC WRITING SKILLS\***

Geared to the needs of the professional, this course is an introduction to the basic principles of effective writing. Special attention is given to spelling, punctuation, tenses, cases, agreement, subordination, categorization, and modification. Idiomatic expression, vocabulary development, dictionary skills, sentence structure, and paragraph construction are stressed. Competence in all these areas is required.

3 hours a week, 1 semester, 3 credits. Not offered Suffolk.

### **ENG 103 WRITING FOR EFFECTIVE COMMUNICATION\***

Analysis and application of the principles of effective writing. Skill development in the performance of various writing tasks with attention to business communication. Research techniques also implemented.

(To be completed within first 18 credits of program.)

3 hours a week, 1 semester, 3 credits.

### **ENG 109 ANALYTICAL WRITING**

This course will emphasize the identification of the "inner structure" in the written word - our own and others. By attending not only to rules, grammar, style and usage, but also to the reasoning behind the written word, students will refine their ability to critique and write texts.

3 hours a week, 1 semester, 3 credits. Not offered Brooklyn.



## ENG 110 COMMUNICATION FOR PROFESSIONALS\*

This course is designed to provide students with communication theories and proficiencies needed in professional organizations. Students will study the structural principles of this type of communication and its specialized writing techniques and formats, strengthen critical and editing skills, polish grammar and vocabulary, examine verbal and non-verbal communication modes, develop expertise in speaking and listening effectively.

3 hours a week, 1 semester, 3 credits.

## GS 110 LIFE EXPERIENCE AND CAREER DEVELOPMENT SEMINAR

A course designed to facilitate the assessment of life experience for the purpose of composing and constructing an experiential portfolio. The assessment process consists of individualized exercises designed to help the student identify acquired skills and competencies and culminates in relating these to coursework as well as to career goals. Emphasis is placed on career planning, exploration, and development. This course is required of all students seeking life experience credit.

*Prerequisite:* ENG 103

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

## GS 400 ADULTS IN TRANSITION\*

Designed for adults, this seminar has two interrelated goals: 1) to provide the opportunity for self-exploration and understanding, and 2) to support the development of a life, career, and educational plan. Selected readings and exercises will focus on adult issues such as adult development and transitions, career exploration, values, and the creation of meaningful, realistic personal goals.

3 hours a week, 1 semester, 3 credits. Pass/No Credit.

## GS 401 PROBLEM SOLVING FOR PROFESSIONALS\*

This course focuses on the methodology of problem solving. Emphasis is placed on the application of various problem-solving models to life experience problems as well as to professional problems. Students will be asked to contribute problems from their own experience for analysis.

3 hours a week, 1 semester, 3 credits.

## GS 402 CRITICAL THINKING FOR PROFESSIONALS\*

The goal of this course is to teach students the analytical skills necessary for the assessment and evaluation of arguments, reports, newspaper articles, and editorials as well as the application of these skills to the decision-making process attending their professional activities.

3 hours a week, 1 semester, 3 credits.

## GS 404 ADMINISTRATION AND THE LIBERAL ARTS\* (HA 404)

This course, designed for management and health administration majors, focuses on the relationship between the liberal arts and the issues related to administration. With perspectives provided by the social sciences and the arts and humanities, this course explores the rise of the management dynamic; the growth of technology and industrial power; administrative styles; the effect of corporate and organizational life on the individual and society; the conflict between power and responsibility.

3 hours a week, 1 semester, 3 credits.

## GS 901 HEALTH CARE SKILLS AND TECHNOLOGY

The Life Experience Committee recognizes that health professionals have special nursing care skills and/or other health-related skills. Areas of practice include hospitals, extended care facilities, clinics, laboratories, and other related health and mental health facilities. Students who can demonstrate competent practice of such skills grounded in a recognized base of knowledge may apply for life experience credit through the usual life experience procedure. Credits are awarded based upon the intensity of training and the degree of responsibility held over an appropriate period.

## GS 902 SUPERVISION SKILLS

The Life Experience Committee recognizes that administrators demonstrate their ability to apply theoretical procedures to life situations involving responsibility for the performance of others. These responsibilities include the assignment and monitoring of tasks performed by staff, the appraisal and evaluation of staff performance, and the responsibility for the resolution of performance problems as well as for staff development and morale. Students who can demonstrate competent practice of such skills grounded in a recognized base of knowledge may apply for life experience credit through the usual life experience procedure. Credits are awarded based upon the intensity of training and the degree of responsibility held during an appropriate period.

## GS 903 CAREER SKILLS AND TECHNOLOGY

The Life Experience Committee recognizes that career-oriented persons have developed skills deserving of academic recognition. Students who can demonstrate competent practice of such skills grounded in a recognized base of knowledge may apply for life experience credit through the usual life experience procedure. Credits are awarded based upon the intensity of training and the degree of responsibility held during an appropriate period.

## MAT 113 ELEMENTARY FUNCTIONS: PRECALCULUS\*

Sets and relations; algebra of functions; polynomial, rational, exponential, circular functions and their graphs; roots and graphs of equations; asymptotes and limits; area functions. Designed for those who intend to go on to a calculus course.

*Prerequisite:* 11th year mathematics or equivalent.

3 hours a week, 1 semester, 3 credits.

### MAT 151 FUNDAMENTALS OF STATISTICS\*

An introduction to statistics, including probability, sampling distributions, correlations, predictions, and hypothesis testing.

3 hours a week, 1 semester, 3 credits.

### MAT 200 MATHEMATICS FOR BUSINESS AND ECONOMICS\*

This course includes the study of vectors and matrices, linear programming and Markov processes. Basic business applications of precalculus mathematics will be considered.

*Prerequisite:* MAT 111 or MAT 113 or equivalent.

3 hours a week, 1 semester, 3 credits.

### MAT 201 APPLIED CALCULUS FOR BUSINESS AND ECONOMICS\*

This course will include differentiation through the second derivative with applications, definite and indefinite integrals with business applications.

*Prerequisite:* MAT 200

(Not open to students who have completed MAT 205.)

3 hours a week, 1 semester, 3 credits.

### PHI 160 INTRODUCTION TO ETHICS\*

The nature of moral problems; the language of ethics; ethical reasoning and justification; absolutism and relativism; theories of the good life; the history of ethical thinking.

3 hours a week, 1 semester, 3 credits.

### PHI 268 ETHICS AND BUSINESS\*

This course will examine the relation between ethical theory and business decisions, practices, and policies. The meaning of ethics will be discussed, and differences between morally right and other criteria of right action will be explored. Theory analysis and case studies will enable the student to make informed and intelligent value judgments concerning such issues as truth in advertising, affirmative action, profit motive, pollution, rights and responsibilities of workers.

*Prerequisite:* any one of the following: GS 402, PHI 123, 124, 125, 150, 154, 160.

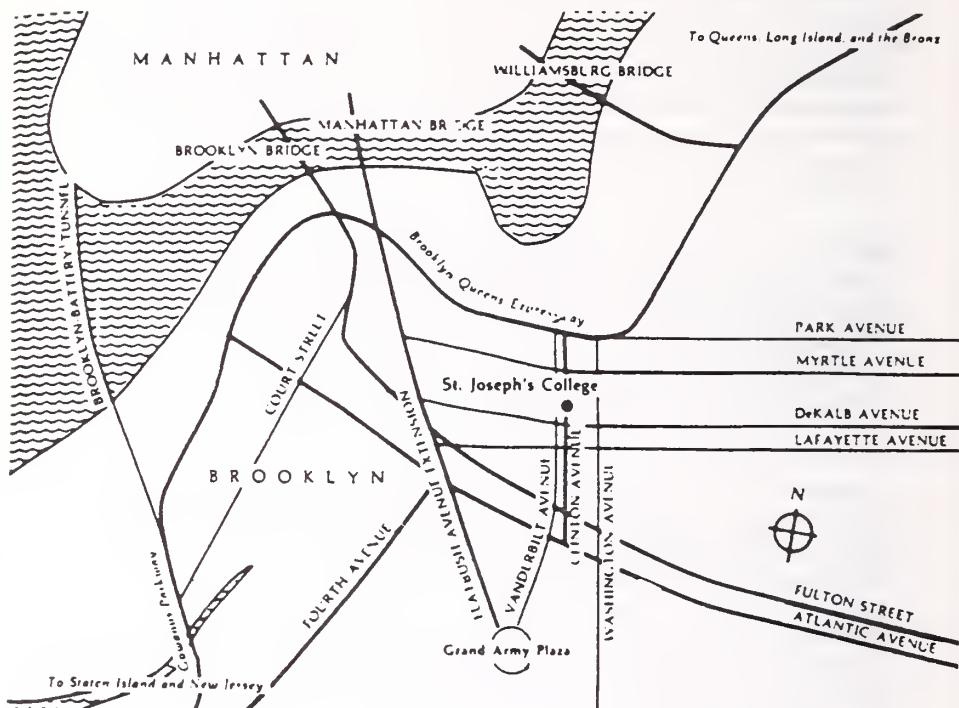
3 hours a week, 1 semester, 3 credits.

### SPC 102 SPEECH COMMUNICATION\*

A study of the speech communication process—its basic theories and principles and their application in guided speech experiences, including public speaking, interpretive reading and group discussion.

3 hours a week, 1 semester, 3 credits.

## Area Map of Clinton Hill and Downtown Brooklyn



**LOCATION:** St. Joseph's College is located in the Clinton Hill section of Brooklyn.

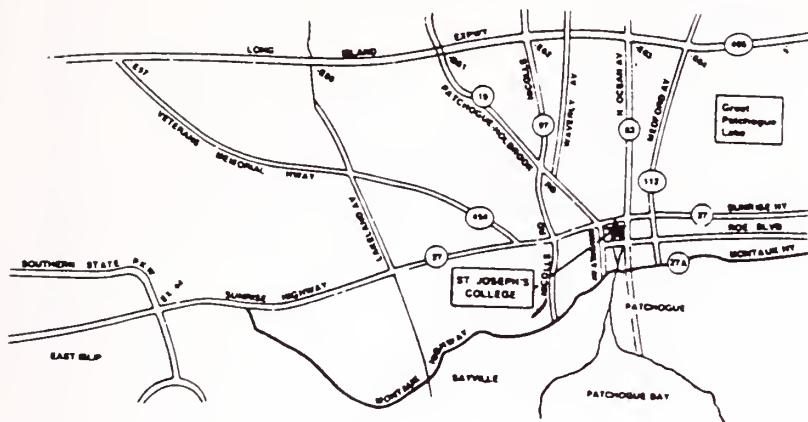
The College may be reached via:

**BUS:** DeKalb Avenue Bus (No. 38) to Clinton Avenue  
Vanderbilt Avenue Bus (No. 69) to DeKalb Avenue  
Crosstown Bus (No. 61) to Vanderbilt Avenue  
Myrtle Avenue Bus (No. 54) to Clinton Avenue.

**TRAIN:** Brooklyn-Queens Local "G" to Clinton-Washington Station

**CAR:** Atlantic Avenue  
Clinton Avenue  
Myrtle Avenue  
Park Avenue  
Vanderbilt Avenue  
Washington Avenue  
Brooklyn-Queens Expressway: Exit 31, Wythe-Kent (from Queens) or Flushing Avenue (from downtown Brooklyn)

## Area Map of Patchogue Vicinity



**TRAIN:** Long Island Rail Road to Patchogue Station

**CAR:** **Travel East** on the Long Island Expressway to Exit 61 onto Patchogue-Holbrook Road, South to Sunrise Highway (Rte. 27). Turn left on Rte. 27, 1000 feet to College entrance on right.

*or*

**Travel East** on Southern State Parkway to Exit 44, Sunrise Highway East (Rte. 27). Continue on Sunrise Highway to (Exit 52); go 1000 feet beyond Waverly Avenue.

**Coming South:** **Travel South** on Veterans Highway or Patchogue-Holbrook Road to Sunrise Highway. **Travel East** on Sunrise (Rte. 27) to (Exit 52); go 1000 feet beyond Waverly Avenue.

*or*

**Coming West:** **Travel West** on Sunrise Highway (Rte. 27) past Ocean Avenue and continue to 1000 feet **before** Waverly Avenue (next light). Turn left onto College property.

**PLANE:** To nearby MacArthur Airport.

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S. Agnes Meagher, M.S., Director of Library, Suffolk Campus

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Bernadette Jordan, B.A., Admissions Counselor, Suffolk Campus  
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### ***Dillon Child Study Center***

S. Helen Kearney, Ph.D., Director

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Anita Stern, Assistant to the Controller, Suffolk Campus

Susan Martino, Bursar, Suffolk Campus

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Sherrie Van Arnam, B.A., Director of Student Activities, Brooklyn Campus

Marion Russo, M.A., Director of Student Activities, Suffolk Campus

Carol L. Sawyers, Assistant to the Director of Student Services

Suzanne Trappier, M.A., Coordinator of Student Services, Division of  
General Studies, Brooklyn Campus

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Joan Farley, B.S., Associate Director of Financial Aid, Suffolk Campus

Margaret Dunkel, Financial Aid Counselor, Brooklyn Campus

Catherine Walker, B.A., Financial Aid Counselor, Suffolk Campus

### ***Consulting Services***

S. Margaret Louise Shea, Ph.D., Consultant Psychologist

### ***Campus Ministry***

#### ***Brooklyn Campus***

Rev. Dennis J. Farrell, B.A., M.Div.

Rev. Martin R. Kull, B.A., M.Div.

Protestant and Jewish clergy from the area offer their services to students.

#### ***Suffolk Campus***

Rev. Thomas Haggerty, B.A., M.Div., M.S.W., Coordinator

Protestant and Jewish clergy from the Patchogue area offer their services to students.

## **DEVELOPMENT, COLLEGE RELATIONS, AND ALUMNI RELATIONS**

Rosalie J. Tutino, M.A., Vice President for Development and College Relations

Mary Elizabeth McLaughlin Farrell, B.A., Director of Alumni Relations

Ruth A. Davis, B.A., Director of Development and College Relations

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Professor Emeritus of Classical Languages

S. Marie Clotilde Falvey, B.A., M.A.

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Professor Emeritus of Child Study

Mary A. Shea, B.A., M.A.

Professor Emeritus of Speech

Margaret Ward, B.S., M.A.

Professor Emeritus of Physical Education

S. Alice Francis Young, B.A., M.A.

Professor Emeritus of Child Study

## **FACULTY**

Eileen Adamec, Lecturer in Community Health

B.A., St. Joseph's College; M.S., M.P.H., Hunter College

Juana Alland, Preceptor in Community Health

R.N.; B.A., M.A., Queens College

Russ J. Altman, Lecturer in Business

B.B.A., St. John's University; M.B.A., New York University

George Andreozzi, Preceptor in Community Health

B.A., St. Bonaventure University; M.S., Hofstra University

Richard M. Barry, Preceptor in Community Health  
 B.A., M.A., Woodstock College; M.A., New York University

Daniel Beni, Preceptor in Health Administration  
 B.M., New York College of Music; M.S.W., University of Wisconsin;  
 M.P.A., New York University

Angelo Berardi, Preceptor in General Studies  
 B.A., St. John's University; M.A., New York University

Jean Black, Lecturer in Health Administration  
 A.A.S., Elizabeth Seton College; B.S., St. Joseph's College; M.P.A., New York University

Robert Bornstein, Preceptor in Health Administration  
 B.A., Adelphi University; M.P.A., New York University

Lorraine Boykin, Chairperson of Community Health; Associate Professor of Community Health  
 B.S., M.S., Virginia State College; M.A., New York University; M.S., Long Island University; Ed.D., Columbia University Teachers College

Clifford Brathwaite, Preceptor in Health Administration  
 B.A., Fordham University; M.P.H., University of Puerto Rico

Victor Brown, Chairperson of Health Administration; Assistant Professor of Health Administration  
 R.N.; B.S., M.S., City College of New York

Diane Budres, Preceptor in Community Health  
 B.S., M.A., Michigan State University; M.A., H. Ed., Columbia University

Nilda Bueno, Preceptor in Community Health  
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## INSTRUCTIONAL PROGRAMS

Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards. The following programs have been registered by the New York State Education Department for St. Joseph's College, New York.

The following are administered through the Division of General Studies:

<i>Program Title</i>	<i>Hegis Code</i>	<i>Degree Awarded</i>	<i>Certificate/License Title Type</i>	
Management of Human Resources	0515	BS		
Health Administration	1202	BS		
Nursing	1203.10	BS		
Community Health	1299	BS		
General Studies	4901	BS		

The following are proper to the College of Arts and Sciences:

<i>Program Title</i>	<i>Hegis Code</i>	<i>Degree Awarded</i>	<i>Certificate/License Title Type</i>	
Biology	0401	BA		
Biology	0401	BS		
Biology "7-12"	0401.01	BA	Biology 7-12	Prov
Biology "7-12"	0401.01	BS	Biology 7-12	Prov
Business Administration, Accounting	0502	BS	CPA	Lic. Qual
Business Administration	0506	BS		
Elementary "N-6"	0802	BA	N-6	Prov
Teachers of Special Education	0808	BA	Special Educ	Prov
*French	1102	BA		
*French "7-12"	1102.01	BA	French 7-12	Prov
*Spanish	1105	BA		
*Spanish "7-12"	1105.01	BA	Spanish 7-12	Prov
Child Study	1305	BA		
English	1501	BA		
English "7-12"	1501.01	BA	English 7-12	Prov
*Speech	1506	BA		
*Speech	1506.01	BA	Speech	Prov
*Mathematics	1701	BA		
*Mathematics	1701	BS		
*Mathematics "7-12"	1701.01	BA/BS	Math 7-12	Prov
*Chemistry	1905	BS		
*Chemistry	1905	BA		
*Chemistry "7-12"	1905.01	BA/BS	Chem. 7-12	Prov
Psychology	2001	BA		

*\*Brooklyn Campus only*

<i>Program Title</i>	<i>Hegis Code</i>	<i>Degree Awarded</i>	<i>Certificate/License Title                      Type</i>	
Recreation	2103	BS		
Social Sciences	2201	BA		
Social Studies "7-12"	2201.01	BA	Soc. Stu. 7-12	Prov
History	2205	BA		
Human Relations	2201	BA		
***Management	5004	CERT		
***Leadership and Supervision	5004	CERT		
Human Resources	5004	CERT		
***Data and Information Processing	5101	CERT		
**Health Staff Development	5201	CERT		
**Health Instruction	5201	CERT		
**Health Counseling	5201	CERT		
**Home Care Administration	5299	CERT		
Criminology/ Criminal Justice	5505	CERT		
Applied Sociology	5506	CERT		
***Gerontology	5506.20	CERT		

*\*\*Available through the Division of General Studies*

*\*\*\*Available in both the College of Arts and Sciences and the Division of General Studies*

## FACULTY DATA

To meet the specialized professional needs of many of the students, the College has created a special category of faculty called preceptors. Most of the preceptors maintain their regular professional affiliations but in addition have quasi-full-time status at the College. Typically they teach between five and eight courses per twelve-month period. There are 12 preceptors in the Community Health department, 8 preceptors in the Health Administration department, 10 preceptors in the General Studies program, and 5 preceptors in the Business Department. There are also full-time members of the Arts and Sciences faculty who teach in the Division of General Studies.

In addition to full-time faculty and preceptors, the following number of lecturers (part-time, adjunct faculty) teach in the Division of General Studies:

<b><i>Department</i></b>	
Community Health	12
Health Administration	8
Management and Computer	9
General Studies	13

## STUDENT RETENTION AND GRADUATION

Most of the students in the Division of General Studies (Brooklyn & Suffolk Campuses) are part-time students. Of the 307 students entering in the Fall of 1987, 51% were still enrolled in Sept. 1988, 34% in Sept. 1989 and 29% in Sept. 1990. Of the Fall 1987 group 9% graduated by June 1989, 5% in June 1990 and 7% in June 1991, bringing the total percentage of students that graduated by June 1991 to 21%. Of the original group enrolled in Fall 1987, 24% are still enrolled with the remainder withdrawn or currently inactive.



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